

# TRAINING GUIDE

MIDLANDSTECH.EDU

JAN | FEB | MAR | APR 2022

## FULL RIDE

**\$0 Tuition and Fees**  
for Spring 2022

BACK COVER



## Keep Things Running

**Industrial Electrical** program  
starts in March

PAGES 22-23

## Hear that?

9-month **Audio Engineering**  
program begins in January

PAGE 38

## No Experience Necessary

Local employers are  
**hiring apprentices** now

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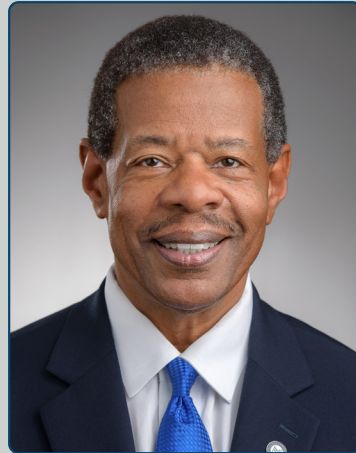


**MIDLANDS**  
TECHNICAL COLLEGE

# Welcome to MTC

Whether you are looking for a great career or to enhance your current skills to be competitive in our global society, I am certain that you will find enrolling at MTC to be one of your best decisions.

Here at MTC, your personal goals are the starting point as we assist you in planning a program of study that helps you design your future. We listen to your needs, and when we say “You can get anywhere from here,” it means that every option is available to you.



Please take some time to explore all of the services and programs MTC has to offer you.

I look forward to seeing you on campus!

Best wishes,

A handwritten signature in black ink, reading "Ron", which is a stylized representation of the name Ronald.

Dr. Ronald L. Rhames '78  
President | Midlands Technical College

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## WHAT'S INSIDE THIS TRAINING GUIDE?

This **TRAINING GUIDE** outlines the training programs available in the next few months. Train for in-demand careers quickly or advance in your current career.

**Training programs** can be completed in a matter of weeks or months. These are not eligible for federal financial aid, but they may qualify for other scholarships and grant funding. **Academic programs** provide college credit, transfer to four-year colleges and universities, and are eligible for federal financial aid (FAFSA).

Learn more and view a full program list at [MIDLANDSTECH.EDU/schools](https://MIDLANDSTECH.EDU/schools)

# We can help you get there.

Our training programs and courses can help you be ready for an in-demand career or advance your current career. **THIS IS HOW YOU DO IT:**

1

## REVIEW TRAINING PROGRAMS AND REGISTER AT [MIDLANDSTECH.EDU/schools](https://MIDLANDSTECH.EDU/schools)

- > Learn about program commitments and career opportunities
- > Check out the QuickJobs webpage for any upcoming scholarship info sessions at [MIDLANDSTECH.EDU/programs-and-courses/quickjobs](https://MIDLANDSTECH.EDU/programs-and-courses/quickjobs)
- > Contact Training Registration if you have questions or need guidance at 803.732.0432

2

## PREPARE FOR YOUR CLASS

- > Check the Materials List for your class on the website
- > Complete any steps required before the first day

3

## COMPLETE YOUR PROGRAM

- > Attend class regularly, study hard, and complete assignments
- > For Health Care classes, complete any necessary clinical work
- > Retrieve your MTC completion certificate by email

4

## LOOK AT NEXT STEPS

- > Prepare for and take any applicable industry certifications to make yourself more marketable in the workplace

5

## GET THE JOB OR ADVANCE IN YOUR CAREER

- > Use MTC Student Employment Services for resume writing and job searching
- > Register for another class to build on your skill set and credentials

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Animal Care | Emergency Services | Health Care | Medical Information Management | Personal Trainer

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Construction | HVAC | Forklift Operator | Landscaper and Horticulturist | Manufacturing Industrial Electrical  
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### CORPORATE TRAINING

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#### UNDERSTANDING COURSE LISTINGS






##### NAME OF COURSE

Course description and cost listed below name of course.

May 9      S      8 am-5 pm      AIRPT      CEMED 522 14

↑      ↑      ↑      ↑      ↑

Date      Day of week      Time      Location      Course code

 Articulation Courses     Online Courses     New Courses     Approved for VA Education Benefits     QuickJobs Programs

#### LOCATIONS

**AIRPT**  
Airport Campus

**BATES**  
Batesburg-Leesville Campus

**BLTLN**  
Beltline Campus

**CEOFS**  
Off-Campus Class

**FF**  
Fairfield Campus

**HARBN**  
Harbison Campus

**HYBRID**  
Hybrid Class

**LEMS**  
Lexington EMS


**MAI**  
Midlands Audio Institute

**NEAST**  
Northeast Campus

**ONLINE**  
Online Class

**RSDI**  
Richland School District One

**VIRTUAL**  
Virtual Class

 **Articulation Courses** | Courses with this symbol may provide exemption credit and/or advanced placement into an academic program at MTC, provided college entrance and other requirements are met. For further information, call 803.732.0432.



# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

Within this school, you'll find training programs and courses in areas such as:

Beginning Computer Courses  
Cloud Technology  
Computer Support  
Databases

Microsoft Office  
Windows  
Programming  
Web Development and Print Media

Many courses are available online.  
Academic degrees, diplomas, and certificates are also available in this school.



Learn more at [MIDLANDSTECH.EDU/schools](https://MIDLANDSTECH.EDU/schools)

## COMPUTER SUPPORT

### A+ IT TECHNICIAN

Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building a computer using MTC's hardware kits in class. An essential course if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. \$2999

Jan 10-Jan 28	MTWThF	9 am-4:30 pm	HARBN	CEDST 528 47
	F	9 am-1 pm		
Feb 7-Feb 18	MTWTh	9 am-4:30 pm	HARBN	CEDST 528 41
	F	9 am-1 pm		
Jan 10-Feb 10	MTWTh	6 pm-9:45 pm	NEAST	CEDST 528 62
Apr 4-Apr 28	MTWTh	6 pm-9:45 pm	HARBN	CEDST 528 64

### NETWORK +

Acquire the fundamental skills and concepts used on the job in any type of networking career. Work with the major networking technologies and systems in use in modern PC-based computer networks as you prepare for the Network+ certification exam. \$1999

Jan 10-Jan 28	MTWTh	9 am-4:30 pm	NEAST	CENET 747 49
	F	9 am-1 pm		
Jan 31-Feb 11	MTWTh	9 am-4:30 pm	HARBN	CENET 747 48
	F	9 am-1 pm		
Feb 28-Mar 11	MTWTh	9 am-4:30 pm	HARBN	CENET 747 30
	F	9 am-1 pm		
Feb 14-Mar 10	MTWTh	6 pm-9:45 pm	NEAST	CENET 747 66

### SERVER+

Through hands-on practice, you will learn server architecture, administration, storage, security, networking, disaster recovery, and troubleshooting while preparing to sit for the CompTIA Server+ certification exam. \$1999

Mar 14-Mar 24	MTWTh	6 pm-9:45 pm	NEAST	CENET 753 50
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### SECURITY+

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental

understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or equivalent knowledge), and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. \$1999

Apr 11-Apr 21	MTWTh	6 pm-9:45 pm	NEAST	CESEC 664 60
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### ITIL FOUNDATION

ITIL provides a systematic approach for IT service management using ITIL's best practices and components for delivering IT services to customers. This course is outlined to teach ITIL's Foundational principles and dimensions for managing the many services various IT organizations deliver. ITIL Foundation is a global standard for IT service management. It provides IT leaders, practitioners, and support staff with a practical understanding of the key concepts of ITIL. This course prepares the student to take the ITIL 4 Foundation certification exam. Familiarity with information technology terminology and/or IT related work experience is recommended. \$1999

Jan 18-Jan 26	MTWTh	6 pm-9 pm	NEAST	CEPMG 574 52
Mar 21-Mar 29	MTWTh	6 pm-9 pm	NEAST	CEPMG 574 54

### PENTEST+

As organizations scramble to protect themselves and their customers against privacy or security breaches, the ability to conduct penetration testing is an emerging skill set that is becoming ever more valuable to the organizations seeking protection, and ever more lucrative for those who possess these skills. In this course, you will be introduced to general concepts and methodologies related to pen testing, and students will work their way through a simulated pen test for a fictitious company. This course will assist you in preparing for the CompTIA PenTest+ Certification. Prerequisites: Intermediate knowledge of information security concepts, including but not limited to identity and access management (IAM), cryptographic concepts and implementations, computer networking concepts and implementations, and common security technologies. Practical experience in securing various computing environments, including small to medium businesses as well as enterprise environments. \$1999

Feb 21-Feb 25	MTWTh	9 am-4:30 pm	NEAST	CESEC 685 06
	F	9 am-1 pm		

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## COMPUTER SUPPORT ⓘ 🚩

### CYBERSECURITY ANALYST (CYSA+)

Through hands-on practice, you will learn how to support network security within an organization and identify security threats and vulnerabilities, respond to and recover from security incidents, and prepare for the CySA+ certification. Security+ Certification or experience recommended. Prerequisites: At least two years of experience in computer network security technology or a related field preferred; the ability to recognize information security vulnerabilities and threats in the context of risk management; foundation-level operational skills with some of the common operating systems for computing environments; foundational knowledge of the concepts and operational framework of common assurance safeguards in computing environments; foundation-level understanding of some of the common concepts for network environments, such as routing and switching; foundational knowledge of major TCP/IP networking protocols, including TCP, IP, UDP, DNS, HTTP, ARP, ICMP, and DHCP. \$1999

Mar 14-Mar 18 MTWTh 9 am-4:30 pm NEAST CESEC 683 11  
F 9 am-1 pm



## GET CONNECTED

to the best corporate training and  
consulting resources.

Whether you want to enhance the skills of one  
employee or revamp your entire workforce,  
**MTC'S BUSINESS SOLUTIONS TEAM** can help  
you identify and implement the right solutions.

Contact us today.

MIDLANDSTECH.EDU | 803.691.3907  
corporatetraining@midlandstech.edu

## CAREER SPOTLIGHT

### DATABASE ANALYST ⓘ

In today's workplace, managers, programmers, and professionals need database skills. Without question, effective understanding, management, and analysis of data is a key to success for business professionals at all levels.

REQUIREMENTS	HOURS	COST
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Database Design	6	\$199
Access, Introduction	12	\$299
Access, Intermediate	12	\$299
SQL	12	\$499
Access, Advanced	12	\$299
Business Intelligence 1	12	\$599
Business Intelligence 2	12	\$599
SQL Server Database Services	24	\$899
Database Productivity Lab	6	\$199
Agile Fundamentals	18	\$699

Total: 162 hrs

\$5487

## CAREER SPOTLIGHT

### FRONT-END WEB DEVELOPER ⓘ

Learn to design websites using HTML5, CSS3, JavaScript, and Adobe Photoshop. Develop sites implementing basic search engine optimization strategies to increase visibility.

*Alternate Option: For the Full Stack Web Developer program, add PHP and MySQL (60 hrs, \$2,999).*

REQUIREMENTS	HOURS	COST
HTML5 and CSS3	42	\$1995
JavaScript	36	\$1399
Search Engine Optimization	21	\$799
Photoshop, Introduction	12	\$399
Website Production Lab	18	\$599
Agile Fundamentals	18	\$699

Total: 147 hrs

\$5890

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## DATABASES

### DATABASE DESIGN

Is your database efficient and easy to work with? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data and plan the design of a database. \$199

Jan 6	Th	9 am-4 pm	HARBN	CEDBS 614 19
Jan 31-Feb 1	MT	6 pm-9 pm	NEAST	CEDBS 614 53

### SQL

This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. The course will progress quickly through fundamental concepts and move into advanced SQL concepts such as nested queries, tables, and data manipulation as well as indexing. \$499

Jan 24-Jan 25	MT	9 am-4 pm	HARBN	CEDBS 590 01
Feb 23-Mar 1	MTWTh	6 pm-9 pm	NEAST	CEDBS 590 77

### BUSINESS INTELLIGENCE 1

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 helps you build advanced reports with ease, presenting complex information in an understandable way. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation. \$599

Jan 26-Jan 27	WTh	9 am-4 pm	HARBN	CEDBS 588 40
Mar 2-Mar 8	MTWTh	6 pm-9 pm	NEAST	CEDBS 588 76

### BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way a data scientist, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau® was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. In this course, you will visualize data with Tableau. \$599

Jan 31-Feb 1	MT	9 am-4 pm	HARBN	CEDBS 645 07
Mar 9-Mar 15	MTWTh	6 pm-9 pm	NEAST	CEDBS 645 57

### SQL SERVER DATABASE SERVICES

Create queries to retrieve, add, update, and maintain database data. Work with data sorting, built-in functions, stored procedures, subqueries, table operators, set operators, conditional operators, views, indexes, and error handling features of SQL Server 2012. \$899

Feb 2-Feb 8	MTWTh	9 am-4 pm	HARBN	CEDBS 641 11
Mar 16-Mar 29	MTWTh	6 pm-9 pm	NEAST	CEDBS 641 56

### DATABASE PRODUCTIVITY LAB

Design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull the courses in the Database Analyst Certificate Program together and fine-tune your new database management skills. You must successfully complete in order to receive the Database Analyst Certificate. Prerequisites: Access (Introduction, Intermediate and Advanced), Database Design, SQL (Introduction), Crystal Reports (Introduction), and SQL Server Database Services. \$199

Feb 9	W	9 am-4 pm	HARBN	CEDBS 626 49
Mar 30-Mar 31	WTh	6 pm-9 pm	NEAST	CEDBS 626 70

## CLOUD TECHNOLOGY

### CLOUD+

Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. \$1999

Mar 28-Apr 7	MTWTh	6 pm-9:45 pm	NEAST	CEMCS 718 70
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## PROGRAMMING

### PHP AND MYSQL

Learn the basics of PHP, including using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real world application and database development integrated with JQuery using PHP and MySQL. Prerequisites: HTML5, CSS3, and JavaScript. \$2999

Apr 20-May 25	CEONL	CEWDV 568 141
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### PYTHON PROGRAMMING



Learn the fundamentals and history of Python programming by writing and designing your own programs that are built with functions and modules. Learn to test and debug your programs like a professional. Master object composition and encapsulation while focusing on your own classes as you build object-oriented programs while learning the skills for working with strings, dates, and times. From beginning to end, this course will prepare you for all of the basics and building blocks of Python programming. At the end of the course, you will build your own fully functioning program that relies on user input to execute the code you have learned and written. \$1599

Feb 28-Apr 1	CEWDV 580 021
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# Start a new career or move up to a better one

## QUICKJOBS AT MTC



QUICKJOBS ARE CAREER TRAINING PROGRAMS developed for jobs where workers will be in high demand over the next decade. QuickJobs are designed to provide intensive and complete job training; prior experience in a field is not required.

Most programs only take a few months to complete, and some can be finished in a matter of weeks.



LOOK  
FOR THE  
**QUICKJOBS**  
SYMBOL TO  
IDENTIFY THESE  
PROGRAMS

### TUITION ASSISTANCE OPTIONS

Tuition assistance may be available. Learn more at [MIDLANDSTECH.EDU/QuickJobs](https://MIDLANDSTECH.EDU/QuickJobs).

If you are receiving unemployment benefits or eligible for WIOA, call your nearest SC Works Center and ask about tuition assistance for QuickJobs at MTC.

Richland | 803.978.0139   Lexington | 803.359.6131   Fairfield | 803.635.2812

More info @ [MIDLANDSTECH.EDU/QuickJobs](https://MIDLANDSTECH.EDU/QuickJobs) | 803.732.0432



# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## MICROSOFT OFFICE

### ACCESS, INTRODUCTION

Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and develop the skills to design simple forms and reports. \$299

Jan 10-Jan 11	MT	9 am-4 pm	HARBN	CEDBS 620 41
Feb 2-Feb 8	MTWTh	6 pm-9 pm	NEAST	CEDBS 620 51

### ACCESS, INTERMEDIATE

Learn about database normalization, relationships, referential integrity, and analyzing tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create advanced reports with calculated fields and enhanced control formatting and data bars. \$299

Jan 12-Jan 13	WTh	9 am-4 pm	HARBN	CEDBS 623 41
Feb 9-Feb 15	MTWTh	6 pm-9 pm	NEAST	CEDBS 623 51


### ACCESS, ADVANCED

Learn more advanced form design with sub-forms, tab pages, and navigation forms. Import, export, and link external data and perform a Word mail merge with Access data. Learn how to have a more turnkey database with macros, VBA programming, and switchboards. Learn about database management topics like dependencies, documenting, compacting, repairing, splitting, security, and converting into ACCDE. \$299

Jan 19-Jan 20	WTh	9 am-4 pm	HARBN	CEDBS 624 44
Feb 16-Feb 22	MTWTh	6 pm-9 pm	NEAST	CEDBS 624 72


### OUTLOOK, INTRODUCTION

Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help with organization, and use the Outlook calendar to keep up with your busy schedule. \$299

 Feb 21-Mar 4	ONLINE CESCH 708 23I			
Feb 28-Mar 9	MW	6 pm-9 pm	HARBN	CESCH 708 51 Apr
20-Apr 25	MW	9 am-4 pm	NEAST	CESCH 708 21


### EXCEL, INTRODUCTION

Learn how to create effective and efficient worksheets using formulas, common functions, formatting and printing. Excel is required for online sections. \$299

 Jan 10-Jan 21	ONLINE CESDS 602 33I			
Jan 19-Jan 31	MW	6 pm-9 pm	NEAST	CESDS 602 53
Mar 14-Mar 16	MW	9 am-4 pm	NEAST	CESDS 602 31


### EXCEL, INTERMEDIATE

Learn specialized functions, like IF, COUNTIF, and DSUM and how to effectively analyze, sort, filter data, create outlines, subtotals, range names, and work with tables. Display data more visually in charts, Pivot tables and charts and work with slicers and templates. Excel is required for online sections. \$299

 Jan 24-Feb 2	MW	6 pm-9 pm	NEAST	CESDS 610 50
Jan 24-Feb 4	ONLINE CESDS 610 34I			
Mar 21-Mar 23	MW	9 am-4 pm	NEAST	CESDS 610 31

### EXCEL, ADVANCED

In this course, you will work with multiple worksheets, use LOOKUP functions and formula auditing, share and protect workbooks, automate workbook functionality with data validation and macros, create spark lines, and map data, and work with data tables, scenarios, goal seek, and forecasting data trends. Excel is required for online sections. \$299

Feb 7-Feb 16	MW	6 pm-9 pm	NEAST	CESDS 611 50
 Feb 7-Feb 18	ONLINE CESDS 611 41I			
Apr 4-Apr 6	MW	9 am-4 pm	NEAST	CESDS 611 31

### WORD, INTRODUCTION FOR SENIORS

A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. \$109

Mar 18-Mar 25	F	9 am-12 pm	HARBN	CEWDP 597 43
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### WORD, INTRODUCTION

Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. \$299

Jan 11-Jan 20	TTh	6 pm-9 pm	HARBN	CEWDP 593 51
Feb 28-Mar 2	MW	9 am-4 pm	NEAST	CEWDP 593 13

### WORD, INTERMEDIATE

Enhance your proficiency with Word using tables, styles, templates, section breaks, and columns. Long document features such as table of contents, indexes, and mail merge are also covered in this course. \$299

Jan 24-Feb 2	MW	6 pm-9 pm	HARBN	CEWDP 594 51
Mar 7-Mar 9	MW	9 am-4 pm	NEAST	CEWDP 594 02

### WORD, ADVANCED

Create top-notch documents using forms, sharing documents, and document revisions. Work with custom graphic elements, bookmarks, footnotes, and macros. \$299

Feb 7-Feb 16	MW	6 pm-9 pm	HARBN	CEWDP 595 66
Mar 28-Mar 30	MW	9 am-4 pm	NEAST	CEWDP 595 02

### OFFICE PRODUCTIVITY LAB

Demonstrate your knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program. To receive an Office Administrative Specialist Certificate, you must successfully complete this course. Prerequisites: Word (Introduction and Intermediate), Excel (Introduction and Intermediate), Organizing Computer Files, Outlook (Introduction), Computer Typing for Everyone and Becoming a Customer Service Star. \$199

Apr 4	M	9 am-4 pm	HARBN	CEMSO 516 17
Apr 5-Apr 6	TW	6 pm-9 pm	HARBN	CEMSO 516 61



## SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

### CAREER SPOTLIGHT

#### MICROSOFT OFFICE SPECIALIST

Starting from the absolute beginner level and taking you to advanced levels, these courses provide step-by-step instructions on how to master Microsoft Office programs.

REQUIREMENTS	HOURS	COST
Access (Intro., Intern., and Adv.)	12 x3	\$299 x3
Excel (Intro., Intern., and Adv.)	12 x3	\$299 x3
Outlook (Intro. and Adv.)	12 x2	\$299 x2
PowerPoint (Intro. and Adv.)	12 x2	\$299 x2
Windows 10, Introduction	12	\$299
Word (Intro., Intern., and Adv.)	12 x3	\$299 x3

Total: 165 \$4186

### CAREER SPOTLIGHT

#### OFFICE ADMINISTRATIVE SPECIALIST ⓘ

This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career.

REQUIREMENTS	HOURS	COST
Word (Intro. and Intern.)	12 x2	\$299 x2
Excel (Intro. and Intern.)	12 x2	\$299 x2
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299
Computer Typing for Everyone	12	\$299
Becoming a Customer Service Star	6	\$259
Business Grammar	6	\$259
Business Letter Writing	6	\$259
Enhancing Your Professionalism	3	\$125
Office Productivity Lab	6	\$199

Total: 105 hrs \$3094

*National Administrative Professionals Day is April 27, 2022.*

# It's Your Day to Celebrate

## Administrative Professionals Conference

**APRIL 27, 2022**

Mark your calendar now for a great day of professional development, networking, and celebration.



Visit [MIDLANDTECH.EDU/AdminConference](https://MIDLANDTECH.EDU/AdminConference) for full details.

See more on pages 12 and 36.

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## WEB DEVELOPMENT AND PRINT MEDIA ⓘ

### HTML5 AND CSS3 ⚡

Learn to use HTML5 to structure web content and create semantically meaningful page structures. Work with lists and tables, links, and images. Learn to apply local styles, style sheets, and create classes to control the appearance of your websites by separating visual presentation from content. Also learn CSS basics to build effective navigation and page layouts, work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. Successful completion of this class or program, along with meeting college entrance and program requirements, may provide exemption credit and/or advanced placement into an academic program at Midlands Technical College. For further information, contact 803.732.0432. \$1995

📅 Jan 4-Feb 7 **ONLINE CEWDV 574 571**

### SEARCH ENGINE OPTIMIZATION

Learn the basics of organic search engine optimization and how to utilize it properly on the ever-changing web. Grow this knowledge with the tools needed to ensure your website ranks high on various search engines. \$799

📅 Feb 8-Feb 25 **ONLINE CEWDV 579 031**

### JAVASCRIPT ⚡

Learn the fundamental concepts of the JavaScript language and how to use it to communicate with users, modify the Document Object Model (DOM), control program flow, and validate forms. Make functions using loops and IF statements and learn the fundamentals of JSON. Knowledge of HTML required. Successful completion of this class or program, along with meeting college entrance and program requirements, may

provide exemption credit and/or advanced placement into an academic program at Midlands Technical College. For further information, contact 803.732.0432. \$1399

📅 Feb 28-Mar 25 **ONLINE CEWDV 575 061**

### PHOTOSHOP, INTRODUCTION ⚡

Make your graphics shine and ready for the web. Incorporate color techniques and filters. Understand and work with selection techniques, resizing and cropping images, and work with layers; including painting layers, adjusting layers, and other tools. Make basic adjustments to images and learn how to repair and retouch image defects. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. Successful completion of this class or program, along with meeting college entrance and program requirements, may provide exemption credit and/or advanced placement into an academic program at Midlands Technical College. For further information, contact 803.732.0432. \$399

Mar 28-Mar 31 MTWTh 6 pm-9 pm **NEAST CEGPH 601 60**

### WEBSITE PRODUCTION LAB

Complete a Photoshop lab and create a simple website using HTML5, CSS3, JavaScript, HTML forms, and SEO. This hands-on session will showcase and demonstrate the web development skills acquired in the Front-End Web Developer Certificate program. You must successfully complete this course in order to receive the Front-End Web Developer Certificate. Prerequisites: HTML5, CSS3, JavaScript, Website Marketing, and Photoshop. \$599

📅 Apr 4-Apr 13 **ONLINE CEWDV 553 621**



## MTC ONLINE AND VIRTUAL LEARNING

Taught by local MTC instructors

### CERTIFICATE PROGRAMS

- > Medical Billing and Coding
- > EMT Basic
- > Medical Scribe
- > Accounting and Payroll Specialist
- > Lean Six Sigma Green Belt
- > Lean Six Sigma Yellow Belt
- > Facilitating Career Development
- > Essential Skills for Success
- > Supervisory

### CLASSES

- > Excel Introduction, Excel Intermediate, Excel Advanced
- > Medical Terminology
- > SHRM Certification Review
- > HTML5 and CSS3
- > Search Engine Optimization
- > JavaScript

**Enroll at  
MIDLANDSTECH.EDU/schools**

Go to the Course Search box, and search by keyword after clicking on the training button. You can also enroll by calling 803.732.0432.

**See a full list of online  
and virtual courses on  
pages 44-45.**

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## BEGINNING COMPUTER COURSES

### COMPUTER BASICS – SENIORS

Perfect for beginners who want to become computer literate! Learn about hardware and software, Windows and the internet. Open to seniors only, ages 60 and above. \$99

Feb 4-Feb 11 F 9 am-12 pm HARBN CEBEG 525 17

### COMPUTER TYPING FOR EVERYONE

If you use a computer, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. \$299

Mar 21-Mar 30 MW 6 pm-9 pm HARBN CEBEG 519 51

Apr 13-Apr 18 MW 9 am-4 pm NEAST CEBEG 519 28

### ORGANIZING COMPUTER FILES

Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. \$199

Mar 14-Mar 16 MW 6 pm-9 pm HARBN CEBEG 534 52

Apr 11 M 9 am-4 pm NEAST CEBEG 534 31

## Administrative Professionals Conference

# APRIL 27, 2022



Rhonda Scharf

### Keynote Address

**Sometimes You're the Windshield –  
Sometimes You're the Bug!**

This highly entertaining keynote is filled with life lessons designed to teach you the skills needed to manage all the things that life is

throwing your way. When you stop living for yourself and live only for everyone else you quickly become the bug, and you know that something is missing! Rhonda shares tips, tricks, and easy-to-apply solutions to teach us to build our resilience and learn to thrive! Be the windshield and not the bug!

*Rhonda is an author, speaker, trainer, and grandmother. She has earned her Certified Speaking Professional, is a member of the Canadian Speaking Hall of Fame, is one of only 35 speakers worldwide who have earned their Global Speaking Fellow, and has been awarded the Spirit of CAPS award. She was the first speaker in the entire world to earn all four awards.*

View full agenda at [MIDLANDSTECH.EDU/AdminConference](https://MIDLANDSTECH.EDU/AdminConference)

# Software engineer apprenticeships are here.

**TAKE A FREE 90-MINUTE SCREENING.** You don't need any experience or a college degree to be considered for this high-demand career.

## **STEP 1 | Take a free online screening.**

This 90-minute screening is a proven way to find hidden talent that predicts success as a software engineer.

## **STEP 2 | Enroll in classes at no cost to you.**

If you are selected, you will be enrolled in a 6-month training program at MTC at no cost to you. The training will provide a broad foundation for a career in software engineering.

## **STEP 3 | Earn a full-time, paid apprenticeship.**

If you successfully complete the training, you will be paired with an employer for a full-time, paid apprenticeship with benefits. Throughout your two-year apprenticeship, you'll benefit from precision coaching to hone skills that position you for career growth.

**Take the free 90-minute screening today.**  
**[www.createopp.com/Columbia](http://www.createopp.com/Columbia)**

**CREATE  
OPPORTUNITY**

 **MIDLANDS**  
TECHNICAL COLLEGE

**catalyte**

### **About Create Opportunity: Columbia**

Create Opportunity Columbia is an initiative that increases the supply of high-demand software engineers through an assessment, training and apprenticeship model designed for individuals from diverse, non-technical backgrounds.

Create Opportunity Columbia is offered in partnership with Midlands Technical College (training partner), Catalyte (talent development platform partner), and Create Opportunity (managing partner).

# SCHOOL OF HEALTH CARE

Within this school, you'll find training programs and courses in areas such as:

Animal Care  
Emergency Services  
Direct Patient Care

Clinical Massage Therapy  
Medical Information Management  
Personal Trainer

Many courses are available online.  
Academic degrees, diplomas, and certificates are also available in this school.



Learn more at [MIDLANDSTECH.EDU/schools](https://MIDLANDSTECH.EDU/schools)

## EMERGENCY SERVICES

### BLS FOR HEALTHCARE PROVIDER CPR

BLS Healthcare Provider CPR/AED for adult, child, and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. \$79

Feb 26	S	8 am-5 pm	AIRPT	CEMED 522 38
Mar 12	S	8 am-5 pm	AIRPT	CEMED 522 39
Apr 16	S	8 am-5 pm	AIRPT	CEMED 522 40

### EMT BASIC

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: high school diploma or GED, and WIN assessment tests (Applied Mathematics, Reading for Information, and Locating Information) all with a minimum score of 3 or above. Test Scores must be submitted prior to registration (CCE Registration, Continuing Education, PO Box 2408, Columbia, SC 29202). Mandatory uniform policy: black khaki pants, black polo shirt, black shoes, and black belt. \$1695

Jan 3-Mar 30	MW	6 pm-10 pm	AIRPT	CEMED 635 181
Jan 4-Mar 29	TTh	6 pm-9 pm	AIRPT	CEMED 635 191
Jan 8-Apr 2	S	8 am-5 pm	AIRPT	CEMED 635 201
Apr 5-Sep 22	TTh	6 pm-10 pm	LEMS	CEMED 635 211
Apr 11-Jul 11	MW	6 pm-10 pm	AIRPT	CEMED 635 221
Apr 12-Jul 5	TTh	6 pm-10 pm	AIRPT	CEMED 635 231
Apr 23-Jul 16	S	8 am-5 pm	AIRPT	CEMED 635 241

### FIRST AID

General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. \$69

Feb 18	F	6 pm-10 pm	AIRPT	CEMED 521 64
Mar 25	F	6 pm-10 pm	AIRPT	CEMED 521 65
Apr 29	F	6 pm-10 pm	AIRPT	CEMED 521 66

## CAREER SPOTLIGHT



### VETERINARY ASSISTANT 🕒

In just six weeks, you can have all the necessary skills to become a professional veterinary assistant. Learn all the aspects of veterinary medicine necessary like laboratory procedures, medical terminology, receptionist duties, and customer service skills. Veterinary assistants start at about \$15 an hour working in veterinary practices, veterinarian hospitals, shelters, and rescue organizations.

REQUIRED COURSES	HOURS	COST
Veterinary Assistant Certificate	36	\$839

## ANIMAL CARE

### VETERINARY ASSISTANT CERTIFICATE

Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. \$839

Jan 25-Mar 3	TTh	6 pm-9 pm	HARB	CEANC 508 39
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## CPR or first aid training in one day or less

### Less than \$80 each

Perfect for health care providers, emergency response personnel, and anyone who wants thorough personal training.

#### **CPR** | 8 hours | \$79

In one Saturday, gain skills in Basic Life Support (BLS) in CPR/AED to assist adults, children, and infants in respiratory or cardiac distress. After successful course completion, gain certification that is good for two years.

#### **FIRST AID** | 4 hours | \$69

In just a few hours, learn general principles of first aid to help people in a variety of emergency medical situations.

See listings on previous page for course dates.

# Take the call

Start a rewarding career as an  
EMT (Emergency Medical Technician)  
with just six months of training.

- > EMTs are in great demand
- > Entry-level salary | \$32,000-\$39,000 with advancement opportunities
- > On-campus and online-hybrid certificate programs available, both offered evenings and weekends
- > Programs prepare you to take the National Registry exam
- > Approved for VA education benefits

Courses listed on page 14.



# SCHOOL OF HEALTH CARE

## HEALTH CARE

### BASIC IV THERAPY

This four-hour course teaches healthcare professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. \$129

Jan 21	F	12 pm-4 pm	AIRPT	CEMED 601 561
Feb 25	F	12 pm-4 pm	AIRPT	CEMED 601 571
Mar 25	F	12 pm-4 pm	AIRPT	CEMED 601 581
Apr 22	F	12 pm-4 pm	AIRPT	CEMED 601 591

### CARDIAC CARE TECHNICIAN

The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinical. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of "C" or better and AHA CPR Certified. \$695

Jan 13-Mar 31	MW	8 pm-10 pm	BLTLN	CEMED 500 881
Jan 15-Apr 9	S	10 am-2 pm	NEAST	CEMED 500 901
Mar 16-Jun 8	MW	9 am-11 am	HARBN	CEMED 500 891

### EKG SPECIALIST

Topics include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing, and Holter monitoring. The course consists of 32 hours of classroom training and 24 hours of clinical training. Clinical hours will vary. Prerequisite: Medical Terminology and Cardiac Care with a grade of "C" or better. \$695

Jan 22-Mar 12	S	9 am-1 pm	HARBN	CEMED 605 711
Apr 16-Jun 4	S	9 am-1 pm	HARBN	CEMED 605 721

### CERTIFIED NURSE ASSISTANT (CNA)

This DHHS-approved course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. Course includes BLS CPR (daytime courses meet on one Saturday, evening courses meet one Friday evening). Instructors notify students of CPR date/time. \$1295

Jan 10-Feb 9	MTWThF	8 am-1 pm	AIRPT	CEMED 617 531
Jan 10-Feb 9	MTWThF	8 am-1 pm	HARBN	CEMED 617 441
Jan 10-Feb 9	MTWThF	8 am-1 pm	RSDI	CEMED 617 351
Jan 10-Mar 15	MTTh	6 pm-10 pm	AIRPT	CEMED 617 601
	F	5 pm-10 pm		
Jan 10-Mar 15	MTW	5 pm-9 pm	FF	CEMED 617 661
	F	5 pm-10 pm		
Jan 15-Apr 23	S	8 am-5 pm	NEAST	CEMED 617 631
Jan 24-Feb 24	MTWThF	8 am-1 pm	NEAST	CEMED 617 681
Feb 15-Mar 16	MTWThF	8 am-1 pm	AIRPT	CEMED 617 541
Feb 15-Mar 16	MTWThF	8 am-1 pm	FF	CEMED 617 271
Feb 15-Mar 16	MTWThF	8 am-1 pm	HARBN	CEMED 617 451
Feb 15-Mar 16	MTWThF	8 am-1 pm	RSDI	CEMED 617 361
Mar 7-Apr 6	MTWThF	8 am-1 pm	NEAST	CEMED 617 691
Mar 21-Apr 21	MTWThF	8 am-1 pm	AIRPT	CEMED 617 211
Mar 21-Apr 21	MTWThFS	8 am-1 pm	HARBN	CEMED 617 461
Mar 21-Apr 21	MTWThF	8 am-1 pm	RSDI	CEMED 617 371

Mar 21-Apr 22	MTWThF	8 am-1 pm	FF	CEMED 617 281
Mar 28-Jun 2	MTTh	6 pm-10 pm	AIRPT	CEMED 617 621
	F	5 pm-10 pm		
Apr 18-May 18	W	8 am-10 am	NEAST	CEMED 617 031
	MTWThF	8 am-1 pm		
Apr 18-Jun 20	MTW	5 pm-9 pm	FF	CEMED 617 671
	F	5 pm-10 pm		
Apr 25-May 24	MTWThF	8 am-1 pm	FF	CEMED 617 291
Apr 25-May 24	MTWThFS	8 am-1 pm	HARBN	CEMED 617 471
Apr 25-May 24	MTWThF	8 am-1 pm	RSDI	CEMED 617 381
Apr 25-May 26	MTThF	8 am-1 pm	AIRPT	CEMED 617 221
	W	8 am-10 am		

### MEDICATION ADMINISTRATION

This course provides an overview of the philosophy of medication administration, as well as skills practice for four covered routes of administration: oral, subcutaneous, intramuscular, and intradermal. \$150

Feb 18	F	1 pm-5 pm	AIRPT	CEMED 608 181
Apr 15	F	1 pm-5 pm	AIRPT	CEMED 608 191

### PHLEBOTOMY

Students will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. Students will be able to identify appropriate tubes and labels for tests, prep the site, perform venipunctures and finger sticks, and administer bedside glucose. No clinicals included. \$795

Jan 18-Mar 15	TTh	9 am-12 pm	AIRPT	CEMED 550 151
Jan 18-Mar 15	TTh	1 pm-4 pm	FF	CEMED 550 161
Jan 24-Mar 23	MW	6 pm-9 pm	AIRPT	CEMED 550 171
Feb 5-Apr 16	S	9 am-2 pm	HARBN	CEMED 550 181
Mar 15-May 10	TTh	6 pm-9 pm	AIRPT	CEMED 550 191
Apr 4-Jun 1	MW	9 am-12 pm	AIRPT	CEMED 550 201
Apr 4-Jun 1	MW	6 pm-9 pm	FF	CEMED 550 211
Apr 5-May 31	TTh	6 pm-9 pm	HARBN	CEMED 550 221

### MEDICAL TERMINOLOGY

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. Course may be used for exemption of AHS 102. \$699

Jan 14-Mar 4	F	6 pm-9 pm	ONLINE	CEMPR 524 901
Feb 11-Apr 8	F	2 pm-5 pm	ONLINE	CEMPR 524 911
Mar 25-May 13	F	6 pm-9 pm	ONLINE	CEMPR 524 921
Apr 22-Jun 17	F	2 pm-5 pm	ONLINE	CEMPR 524 931
Mar 14-May 5	MW	6 pm-9 pm	AIRPT	CEMPR 524 991

### PARAMEDICS

Paramedics care for the sick and injured in a variety of emergency settings. This course is designed to meet the NREMT and SC (DHEC) requirements for initial paramedic training, and covers the training necessary to sit for the national registry examination. \$6995

Jan 10-Nov 22 M-F, days vary 8:30 am-5 pm  
For more information, please contact Program Director Benji McCollum at [mccollumb@midlandstech.edu](mailto:mccollumb@midlandstech.edu).

### COURSE SPOTLIGHT



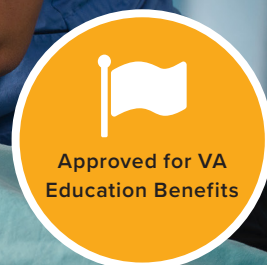
## SCHOOL OF HEALTH CARE

### CLINICAL MASSAGE THERAPIST ⓘ 🚩

Employment for massage therapists is expected to grow 20% in the next few years. Plan ahead, and call 803.732.5218 to discuss our 10-month program.

**EVENING CLASSES START IN JANUARY 2022.**

**DAY CLASSES RESUME IN SEPTEMBER 2022.**



### CAREER SPOTLIGHT



### PATIENT CARE TECHNICIAN ⓘ

Students who complete this course of study will be able to work in a variety of health care settings. The program includes successful completion of Certified Nurse Assistant (CNA), Phlebotomy, Cardiac Care Technician, and EKG classes. Medical Terminology is a prerequisite for Cardiac Care Technician. Cardiac Care Technician is a prerequisite for EKG.

REQUIREMENTS	HOURS	COST
Certified Nurse Assistant (CNA)	112	\$1295
Medical Terminology	48	\$699
Phlebotomy	51	\$795
Cardiac Care Technician	46	\$695
EKG Specialist	56	\$695

**Total: 313 hrs      \$3787**

*All books included in cost.*

### PATIENT CARE TECHNICIAN CERTIFICATION

Midlands Technical College offers the certification exam through the National Healthcareer Association (NHA). The test will be given on the Harbison Campus and the cost is \$155.

For more information on how to schedule this exam, contact us at 803.732.5214.

## SCHOOL OF HEALTH CARE

### PERSONAL TRAINER

#### PERSONAL TRAINER CERTIFICATION

This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in virtual lectures including biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. The afternoon session is face to face at a local gym. Reading and studying outside of class is imperative for successful class completion and passing the exam. Prior to obtaining the Personal Trainer Certification students must pass the national exam given the last week of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. You may purchase book online or order through W.I.T.S. 888.330.9487 or <http://www.witseducation.com> \$849

Feb 12-Mar 26 S 9 am-12 pm 1 pm-4 pm HYBRID CEPYT 600 30

### CAREER SPOTLIGHT

#### MEDICAL BILLING AND CODING SPECIALIST

The medical office billing and coding specialist has more responsibility than ever with the advent of electronic health records. This certificate prepares students to sit for the CPC exam administered by the AAPC.

PREREQUISITES	HOURS	COST
Medical Terminology	48	\$699
CORE CLASSES	HOURS	COST
Medical Coding (ICD-10CM, CPT, and HCPCS)	54	\$1299
Medical Billing (final class)	30	\$799
Total: 132 hrs		\$2797

All books included in cost.

# ADJUNCT INSTRUCTORS WANTED

## HEALTH CARE PROGRAMS

MTC is seeking subject-matter experts to serve as adjunct instructors in the following areas:

**EKG Specialist | Cardiac Care Technician | Certified Nursing Assistant**

**If you have practical expertise and a desire to teach, please send an email with your qualifications to [cce@midlandstech.edu](mailto:cce@midlandstech.edu).**

*Midlands Technical College is dedicated to providing excellent service to its students, employees, and the community. In doing so, all MTC employees will take two Service Excellence courses; Service Excellence is a college-wide program to enhance our collective efforts of ensuring MTC is a first-choice college.*

*Midlands Technical College is committed to equal opportunity employment. The College strongly believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Midlands Technical College as an educational institution and within the community, region, and state. Moreover, the College is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of the College that it will not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions; including but not limited to lactation.*

## SCHOOL OF HEALTH CARE

### MEDICAL INFORMATION MANAGEMENT


#### ELECTRONIC HEALTH RECORDS

Learn the concepts of recording a patient's record in digital format that can be shared across different healthcare settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. \$545

Mar 23-May 11 W 6 pm-9 pm HARBN CEMIM 513 38I

#### MEDICAL BILLING

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisite: Medical Terminology and Medical Coding with a grade of "C" or better. \$851

	Jan 24-Mar 25		ONLINE CEMIM 510 45I
	Jan 25-Mar 29	T	6 pm-9 pm VIRTUAL CEMIM 510 46I
	Apr 19-Jun 21	T	6 pm-9 pm VIRTUAL CEMIM 510 47I

#### MEDICAL CODING (ICD-10 CM, CPT, HCPCS)

This course combines ICD-10 CM, CPT, and HCPCS coding which are essential coding methods used by those working in medical records, patient billing, insurance, and admissions. Using case studies, instruction is provided in ICD-10 CM, which is the principles and guideline for assigning codes to diagnostic conditions which correlates with disease and diagnosis. CPT is a method that is used to bill for procedures and services performed by physicians. HCPCS which represents other procedures that might be provided in a medical setting. \$1299

Jan 11-Mar 29 T 6 pm-9 pm VIRTUAL CEMIM 503 22I  
Apr 5-Jun 20 T 6 pm-9 pm VIRTUAL CEMIM 503 23I

### ATTENTION HEALTH CARE STUDENTS

You must bring the following items to the first class:

#### CERTIFIED NURSE ASSISTANT, EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:

Students must complete criminal background check, drug screening, provide immunization information\*, and complete a two-step TB test through Wolfe, Inc. This must be completed before class starts. Student cost is \$122.

\*Immunization proof required for: Hepatitis B, MMR, Varicella, and Tetanus. Negative two-step TB test or Quantiferon Gold also required.

In addition, EKG students must have BLS for HC Provider CPR prior to the first day of class.

#### UNIFORM POLICY:

- > All CNA, EKG, Cardiac Care Tech, and Phlebotomy students must wear gray scrubs and white closed-toe shoes to all classes and clinicals.
- > All Phlebotomy students must also wear a lab jacket to class
- > All EMT students must wear black khaki pants, black polo shirt, black shoes, and black belt.

# STAY IN TOUCH.

Tell us about your successes!

CCE@midlandstech.edu | 803.732.0432

# CONNECT.

FACEBOOK @midlandstech.cce | TWITTER @MidlandsTechCCE

LINKEDIN @MTC CCE



# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

Within this school, you'll find training programs and courses in areas such as:

Construction  
Forklift  
HVAC  
Industrial Electrical Maintenance

Industrial Mechanical Maintenance  
Landscaper  
Manufacturing  
Machinist/CNC Operator

Safety and Environmental  
CDL  
Welding

Many courses are available online.  
Academic degrees, diplomas, and certificates are also available in this school.



Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

## CONSTRUCTION

Books can be purchased at the Airport Campus bookstore.

### CAREER SPOTLIGHT

## RESIDENTIAL CONSTRUCTION SITE MANAGER

REQUIREMENTS	HOURS	COST
Residential Building Codes	24	\$299
Residential Building, Site Preparation, and Foundations	24	\$299
Residential Building, Framing, and Finishing	24	\$299
General Construction Safety	15	\$249
Print Reading for Construction	30	\$399
Residential Contractor Business and Law	15	\$249
Residential Plumbing for Home Builders	24	\$349

Total: 156 hrs \$2,143



If you have at least one year of experience in the construction industry, you can prepare to take the South Carolina Residential Contractor Exam by completing the Building Construction Manager Program. Passing the exam is required for the SC Residential Contractor License. Based on industry experience, earn \$20 - \$40 per hour as an inspector, Job Foreman or Construction Site Manager, or go into business for yourself as a Residential Contractor.

### PRINT READING FOR CONSTRUCTION

Learn the basics of reading construction blueprints. Emphasis is placed on architectural and structural plans. Learn the symbols, terminology, and abbreviations associated with reading construction plans. \$529

Mar 21-Apr 27 MW 6 pm-9 pm AIRPT CECLR 553 021

### RESIDENTIAL BUILDING CODES

This class explains the SC Residential Codes Manual, focusing on areas that building contractors need to know to pass the SC Residential Builder exam. The course will explain relevant portions of the code that residential contractors, home inspectors, or homeowners need to understand to ensure work is being performed correctly. \$399

Mar 22-Apr 21 TTh 6 pm-9 pm AIRPT CECLR 554 021

### RESIDENTIAL BUILDING FRAMING AND FINISHING

Learn to frame floors, walls, ceilings, and roofs; build stairs; install roof coverings, siding, windows, doors, interior wall coverings, cabinets, and trim through classroom instruction and hands-on lab demonstration. Emphasis is placed on approved building methods and estimating procedures. \$469

Feb 15-Mar 17 TTh 6 pm-9 pm AIRPT CECLR 555 021

### RESIDENTIAL BUILDING SITE AND FOUNDATION PREPARATION

Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations through classroom presentations and lab demonstrations. Emphasis is placed on approved building methods and estimating procedures. \$429

Jan 11-Feb 10 TTh 6 pm-9 pm AIRPT CECLR 556 021

### RESIDENTIAL CONTRACTOR BUSINESS AND LAW

This course helps prepare you for the Business and Law portion of the SC Residential Builder Exam. This class will also help construction managers, home inspectors, and individuals building their own home to understand the legal and management aspect of construction. \$299

Apr 26-May 12 TTh 6 pm-9 pm AIRPT CECLR 557 021

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## HVAC ⌚

### HVAC ELECTRICAL OPERATION AND DIAGNOSTICS

This is an entry level course covering the electrical circuits for an HVAC system. It will cover the operation of the unit, as well as, troubleshooting as they relate to the electrical components of the system. \$899

Jan 5-Feb 9 MW 6 pm-9 pm AIRPT CEHVA 530 12

### HVAC REFRIGERATION CYCLE OPERATION AND DIAGNOSTICS

This is an entry level course covering the refrigeration cycle for an HVAC system. It will cover the major components of the system, the operation and troubleshooting of the refrigeration cycle. \$899

Feb 14-Mar 16 MW 6 pm-9 pm AIRPT CEHVA 531 13

### HEAT PUMP OPERATIONS AND DIAGNOSTICS

This is an entry level course covering the function of a heat pump, its refrigeration cycle, and electrical component operation. A working knowledge of basic HVAC is recommended for this course or prior completion of the HVAC electrical and refrigeration courses. \$899

Mar 21-Apr 20 MW 6 pm-9 pm AIRPT CEHVA 532 13

### AIR FLOW DESIGN, MEASUREMENT AND DIAGNOSTICS

This is an entry level course covering the air flow, duct design, and diagnostics of an air conditioning system. After completion of this course a student should have a basic understanding of how to measure air flow, design duct work, and diagnose common air flow problems with air conditioning. \$899

Apr 25-May 25 MW 6 pm-9 pm AIRPT CEHVA 533 13

## CAREER SPOTLIGHT

### HVAC ENTRY LEVEL TECHNICIAN ⌚

This program is designed to provide the student with basic knowledge of the refrigeration cycle, electrical operation, heat pump operation, and air flow design. These classes prepare the student for entry level work with residential HVAC contractors.

REQUIREMENTS	HOURS	COST
HVAC Electrical Operation and Diagnostics	30	\$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	\$899
Heat Pump Operations and Diagnostics	30	\$899
EPA 608 Prep and Certification	9	\$285
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Program	12	\$389

Total: 141 hrs \$4270



# THE HEAT IS ON

## HVAC TECHNICIANS ARE IN-DEMAND

- > Prepare for entry-level jobs with residential HVAC contractors
- > Take classes 2 - 3 nights a week from 6 - 9 p.m.
- > Finish in as few as 5 - 6 months

## DOES YOUR BUSINESS NEED HVAC APPRENTICES?

Grant funding is available to help with your training costs.  
Contact MTC Business Solutions at 803.691.3907 to learn more.

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## LANDSCAPER AND HORTICULTURIST ☉

### LANDSCAPE DESIGN

Learn the principles of landscape design including form, function, symmetry vs. asymmetry, balance, texture, light and shadow, composition, and development of your own style. Study hardscapes, lighting plans, designing commercial properties, color theory, spatial arrangements, and water features. Invest in your career and earn your landscape certificate. Classes can also be taken individually. \$239

Jan 20-Mar 10 Th 6 pm-9 pm NEAST CEHOR 540 07

### PLANT GROWTH AND DEVELOPMENT

Learn about various types of plants, their life cycles, environmental conditions and factors for proper growth. Also study plant disease and maintenance, plant propagation, strategies for planting, staking, pruning, mulching and fertilizing. In addition, you'll cover topics on sustainability. This class can be taken as part of the Landscape Certificate. Check website in early 2022 for the Irrigation class schedule. \$239

Feb 2-Mar 23 W 6 pm-9 pm NEAST CEHOR 524 21

## INDUSTRIAL ELECTRICAL ☉ 🚩

### BASIC ELECTRONICS

Learn basic electronics principles, components, and functions including atomic structure of conductors, insulators, and semi-insulators, solid-state device construction, diode rectifier circuits, transistor theory of operation, and switch and amplifier applications. \$849

Apr 26-May 26 MTTh 6 pm-9 pm AIRPT CEEEM 600 11

### BASIC MATH FOR ELECTRICIANS

This course provides the math skills you will need to begin the study of electricity. Review basic concepts such as number lines and exponents. Introduction to scientific/engineering notation and numerical prefixes and exponents in the decimal number system. Introduction to a scientific calculator and proper operation is covered. \$249

Apr 4-Apr 11 MTTh 6 pm-9 pm AIRPT CEEEM 583 10

### ELECTRICAL FUNDAMENTALS I

Learn the basic concepts of electricity-beginning with atomic structure and electron flow, Ohm's Law, Kirchoff's Laws, static electricity, magnetism, resistance, basic DC circuits, electrical units, measuring instruments, and magnetic induction. Prerequisites: Basic Math for Electricians or skills assessment completion. \$949

Apr 18-May 23 MTTh 6 pm-9 pm AIRPT CEEEM 603 06

### ELECTRICAL FUNDAMENTALS III

Complete the study of electrical fundamentals by learning the properties and applications of single-phase transformers, three-phase Wye and Delta transformer connections, DC generators, DC motors, three-phase alternators, and single and three-phase AC motors. \$849

Jan 24-Feb 22 MTTh 6 pm-9 pm AIRPT CEEEM 597 08

### ELECTRICAL MOTOR CONTROLS

Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads, wiring practices, and motor circuit protection principles, all of which are related to industry and motor control. You will physically connect three-phase motors and control circuits as part of this course. \$899

Mar 21-Apr 25 MTTh 6 pm-9 pm AIRPT CEEEM 599 08

### ELECTRICAL PRINT READING

Learn to read and interpret electrical blueprints and schematics used in residential, commercial, and industrial settings. Emphasis will be on the applications of the print reading and circuit and electrical symbols knowledge. Prerequisites: Electrical Fundamentals I, II or skills assessment completion. \$349

Feb 28-Mar 10 MTTh 6 pm-9 pm AIRPT CEEEM 598 08

### GENERAL ELECTRICAL SAFETY

You will be introduced to general workplace electrical safety practices, including lockout/tagout, PPE (personal protective equipment), NEC (National Electrical Code), and arc flash guidelines. \$299

Mar 21-Mar 31 MTTh 6 pm-9 pm AIRPT CEEEM 594 09  
Th 6 am-7 pm

### TROUBLESHOOTING

You will develop methodology, identify, and locate electrical problems using diagrams and basic electrical measuring tools. Prerequisites: Industrial Sensors, Electrical Motor Controls, Print Reading, Variable Frequency Drives, and Programmable Logic Controllers or skills assessment completion. \$849

Feb 7-Mar 14 MTTh 6 pm-9 pm AIRPT CEEEM 593 07



# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## CAREER SPOTLIGHT

### INDUSTRIAL TECHNICIANS 🕒 🚩

When a billion-dollar operation suddenly goes down... the advanced technical skills of a few team members are the only thing that can bring the whole automated process back to life.

Industrial employers are finding that the supply of experienced industrial maintenance technicians is shrinking. This is an ideal time for successful students in this program to find high-paying jobs.



#### INDUSTRIAL MECHANICAL MAINTENANCE COURSES

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	\$399
Applied Math	44	\$849
Precision Measuring	20	\$399
Blueprint Reading	72	\$1299
Fasteners and Anchors	12	\$249
Hand and Power Tools	44	\$849
Basic Mechanical Components	80	\$1399
Bearings and Lubrication	56	\$999
Gearboxes	20	\$399
Valves and Piping	40	\$699
Pumps	40	\$699
Shaft Alignment	76	\$1349
Hydraulics and Pneumatics	72	\$1249

Total: 596 hrs \$10,837

#### INDUSTRIAL ELECTRICAL MAINTENANCE COURSES

COURSES	HOURS	COST
General Electrical Safety	16	\$299
Basic Math for Electricians	12	\$249
Electrical Fundamentals I	48	\$949
Electrical Fundamentals II	42	\$849
Electrical Fundamentals III	42	\$849
Electrical Print Reading	18	\$349
Electrical Motor Controls	48	\$899
Basic Electronics	42	\$849
Industrial Sensor Technology	44	\$849
Variable Frequency Drives	48	\$949
Programmable Logic Controllers	51	\$949
Troubleshooting	48	\$949

Total: 459 hrs \$8,988

Classes should be taken in the order they are listed.  
\*Books included in all course costs.



## CDL Training

Offered by Midlands Technical College.

For more information, contact 803.732.0432 or [cce@midlandstech.edu](mailto:cce@midlandstech.edu).

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## INDUSTRIAL MECHANICAL MAINTENANCE

### BASIC MECHANICAL COMPONENTS

This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. Hand and Power Tools is a prerequisite for this course. \$1399

Jan 13-Feb 17 MTWTh 8 am-12 pm AIRPT CEIMT 693 16

### BEARINGS AND LUBRICATION

Explains lubrication safety, storage, classifications, selecting lubricants, additives, lubrication equipment and lubricating charts. Introduces plain, ball, roller, thrust, guide, flanged, pillow-block, and take-up bearings. It also explains bearing materials and bearing designations. Basic Mechanical Components is a prerequisite for this course. \$999

Feb 21-Mar 15 MTWTh 8 am-12 pm AIRPT CEIMT 694 19

### GEARBOXES

This course identifies and explains gearboxes and their uses. Explains how they operate and various types of gears. Troubleshooting and repair of gearboxes will be demonstrated. It shows wear patterns and proper backlash and adjustment. Bearings and Lubrication is a prerequisite for this course. \$399

Mar 21-Mar 28 MTWTh 8 am-12 pm AIRPT CEIMT 695 17

### PUMPS

This course explains pumps and their operation. It covers reciprocating pumps and various kinds of rotary pumps. A lesson on special-purpose pumps describes diaphragm pumps and pumps used for corrosive and abrasive materials. Also covered is the maintenance of pumps, including the replacement of packing glands, seals, and bearings. Piping is a prerequisite for this course. \$699

Apr 25-May 17 MTWTh 8 am-12 pm AIRPT CEIMT 696 19

### SHAFT ALIGNMENT

This course covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. Prerequisite: Pumps. \$1349

Mar 2-May 25 MW 6 pm-10 pm AIRPT CEIMT 697 17

### VALVES AND PIPING

This course covers the selection, preparation, joining, and support of copper, plastic, and steel piping and fittings. The course provides instructions for cutting, threading, and joining ferrous piping. Introduces chemical, compressed air, fuel oil, steam and water systems, and explains how to identify piping systems according to color codes. Prerequisite: Gearboxes. \$699

Apr 4-Apr 19 MTWTh 8 am-12 pm AIRPT CEIMT 698 14

## ADJUNCT INSTRUCTORS WANTED

## ADVANCED MANUFACTURING AND SKILLED TRADES

MTC is seeking subject-matter experts to serve as adjunct instructors in the following areas:

**HVAC | Small Engine Repair | Landscaping | Residential Construction**

**Residential Plumbing | Heavy Equipment Operation | Industrial Electrical Maintenance | Welding**

**If you have practical expertise and a desire to teach, please send an email with your qualifications to [cce@midlandstech.edu](mailto:cce@midlandstech.edu).**

*Midlands Technical College is dedicated to providing excellent service to its students, employees, and the community. In doing so, all MTC employees will take two Service Excellence courses; Service Excellence is a college-wide program to enhance our collective efforts of ensuring MTC is a first-choice college.*

*Midlands Technical College is committed to equal opportunity employment. The College strongly believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Midlands Technical College as an educational institution and within the community, region, and state. Moreover, the College is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of the College that it will not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions; including but not limited to lactation.*



# NO EXPERIENCE NECESSARY

## Jobs through Apprenticeships

The following employers are actively hiring apprentices. Individuals hired by these employers will participate in MTC classes while being paid to learn on the job.



View the full list of participating employers, learn more, and apply at  
**MIDLANDSTECH.EDU/apprenticeships**

### Talent through Apprenticeships

**IS YOUR COMPANY'S LOGO MISSING FROM THIS LIST?** Let apprenticeships build your workforce the smart way! Grant funding is available, up to \$3,000 per apprentice. Plus, your company can qualify for a tax credit of \$1,000 per apprentice, per year of their apprenticeship. We help you every step of the way. See page 42 for more information.

Get started | 803.691.3907 | MIDLANDSTECH.EDU/corporate

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## MANUFACTURING 🕒 🇺🇸

### FUNDAMENTALS OF CNC OPERATOR/PROGRAMMER TRAINING

Gain the knowledge to become a CNC operator/programmer. Topics covered: shop math, right angle trig., English/Metric conversion tooling for mills and lathes, CNC offsets, cutting speed and feed calculations, inter-working, and functionality of the actual CNC machine components. Prerequisite: Blueprint Reading, Mills and Lathe classes. \$849

Jan 11-Mar 1	TWTh	9 am-12 pm	NEAST	CEMFG 572 70
Jan 11-Mar 1	TWTh	1 pm-4 pm	NEAST	CEMFG 572 71
Jan 11-Mar 1	TWTh	5 pm-8 pm	NEAST	CEMFG 572 72

### PRINCIPLES OF CNC PROGRAMMING

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer. \$949

Mar 9-May 3	TWTh	9 am-12 pm	NEAST	CEMFG 571 67
Mar 9-May 3	TWTh	1 pm-4 pm	NEAST	CEMFG 571 68
Mar 9-May 3	TWTh	5 pm-8 pm	NEAST	CEMFG 571 69

## CAREER SPOTLIGHT

### MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR 🕒 🇺🇸 Do you have what it takes?

Machinists and Computer Numerical Control (CNC) Operators work in small, medium, and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator. Machinists and CNC operators are enjoying a strong job market with full-time and part-time employment opportunities and varied working hours available. High-volume manufacturers typically run their machining centers 24/7. Salaries range from \$15-\$22 per hour with proficient CNC programmers making from \$50,000-\$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.



COURSE	COST
Blueprint Reading and Basic Measuring Tool	\$549
Introduction to Mills	\$549
Introduction to Lathes	\$549
Fundamentals of CNC Operator/Programmer Training	\$849
Principles of CNC Programming	\$949
Mastering CNC Programming	\$799
Total: \$4,244	

### Classes fill quickly.

Plan now for this 10-month CNC certificate training program that begins in August and November.

Note: Classes must be taken in the order listed.

## WELDING 🕒 🇺🇸

### BASIC STICK WELDING

This class will provide extensive practice of fillet welds in all positions using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Jan 4-Mar 1	MTWThF	1 pm-4 pm	AIRPT	CEWLD 883 21I
Jan 4-Mar 1	MTWThF	8 am-11 am	AIRPT	CEWLD 883 12I
Jan 4-Mar 1	MTWThF	6 pm-9 pm	AIRPT	CEWLD 883 24I
Mar 1-Apr 25	MTWThF	8 am-11 am	AIRPT	CEWLD 883 13I
Mar 1-Apr 25	MTWThF	1 pm-4 pm	AIRPT	CEWLD 883 22I
Mar 1-Apr 25	MTWThF	6 pm-9 pm	AIRPT	CEWLD 883 25I

### ADVANCED STICK WELDING

This class will provide extensive practice of groove welds in all positions, both open root and with backing, using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Jan 4-Mar 1	MTWThF	8 am-11 am	AIRPT	CEWLD 890 11I
Jan 4-Mar 1	MTWThF	1 pm-4 pm	AIRPT	CEWLD 890 13I
Jan 4-Mar 1	MTWThF	5 pm-8 pm	FF	CEWLD 890 10
Jan 4-Mar 1	MTWThF	6 pm-9 pm	AIRPT	CEWLD 890 15I
Mar 1-Apr 25	MTWThF	8 am-11 am	AIRPT	CEWLD 890 12I
Mar 1-Apr 25	MTWThF	1 pm-4 pm	AIRPT	CEWLD 890 14I
Mar 1-Apr 25	MTWThF	6 pm-9 pm	AIRPT	CEWLD 890 16I

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## WELDING ☺

### STICK PIPE WELDING

This class will provide extensive practice of welding pipe using the shielded metal arc welding (SMAW) process, also known as stick welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position. \$1899

Jan 4-Mar 1	MTWThF	8 am-11 am	AIRPT	CEWLD 886 111
Jan 4-Mar 1	MTWThF	1 pm-4 pm	AIRPT	CEWLD 886 131
Jan 4-Mar 1	MTWThF	6 pm-9 pm	AIRPT	CEWLD 886 151
Mar 1-Apr 25	MTWThF	8 am-11 am	AIRPT	CEWLD 886 121
Mar 1-Apr 25	MTWThF	1 pm-4 pm	AIRPT	CEWLD 886 141
Mar 1-Apr 25	MTWThF	5 pm-8 pm	FF	CEWLD 886 10
Mar 1-Apr 25	MTWThF	6 pm-9 pm	AIRPT	CEWLD 886 161

### MIG WELDING

This class will provide extensive practice of fillet welds in all positions, using the gas metal arc welding (GMAW) process, also known as MIG welding. Using the MIG welding process to repair metal will also be introduced. \$1699

Jan 4-Mar 1	MTWThF	8 am-11 am	AIRPT	CEWLD 888 151
Jan 4-Mar 1	MTWThF	8 am-11 am	AIRPT	CEWLD 888 161
Jan 4-Mar 1	MTWThF	1 pm-4 pm	AIRPT	CEWLD 888 181
Jan 4-Mar 1	MTWThF	6 pm-9 pm	AIRPT	CEWLD 888 201
Mar 2-Apr 26	MTWThF	8 am-11 am	AIRPT	CEWLD 888 171
Mar 2-Apr 26	MTWThF	1 pm-4 pm	AIRPT	CEWLD 888 191
Mar 2-Apr 26	MTWThF	6 pm-9 pm	AIRPT	CEWLD 888 211

### FLUX CORED WELDING

This class will provide extensive practice of groove welds in all positions on 3/8" and 1" plate, using the gas metal arc welding (FCAW) process, also known as Flux Core welding. \$1699

Jan 4-Mar 1	MTWThF	8 am-11 am	AIRPT	CEWLD 889 131
Jan 4-Mar 1	MTWThF	1 pm-4 pm	AIRPT	CEWLD 889 151
Mar 2-Apr 26	MTWThF	8 am-11 am	AIRPT	CEWLD 889 141
Mar 2-Apr 26	MTWThF	1 pm-4 pm	AIRPT	CEWLD 889 161
Mar 2-Apr 26	MTWThF	6 pm-9 pm	AIRPT	CEWLD 889 181

### TIG WELDING

This class will provide extensive practice of fillet and groove welds using the gas tungsten arc welding (GTAW) process, also known as TIG welding. \$1799

Jan 5-Mar 2	MTWThF	8 am-11 am	AIRPT	CEWLD 887 111
Jan 5-Mar 2	MTWThF	1 pm-4 pm	AIRPT	CEWLD 887 131
Jan 5-Mar 2	MTWThF	6 pm-9 pm	AIRPT	CEWLD 887 151
Mar 3-Apr 27	MTWThF	8 am-11 am	AIRPT	CEWLD 887 121
Mar 3-Apr 27	MTWThF	1 pm-4 pm	AIRPT	CEWLD 887 141
Mar 3-Apr 27	MTWThF	6 pm-9 pm	AIRPT	CEWLD 887 161
Apr 26-Jun 21	MTWThF	5 pm-8 pm	FF	CEWLD 887 10

### TIG PIPE WELDING

This class will provide extensive practice of welding pipe using the gas tungsten arc welding (GTAW) process, also known as TIG "all the way" welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position using TIG "all the way". \$1999

Jan 5-Mar 2	MTWThF	8 am-11 am	AIRPT	CEWLD 885 111
Jan 5-Mar 2	MTWThF	1 pm-4 pm	AIRPT	CEWLD 885 131
Jan 5-Mar 2	MTWThF	6 pm-9 pm	AIRPT	CEWLD 885 151

Mar 3-Apr 27	MTWThF	8 am-11 am	AIRPT	CEWLD 885 121
Mar 3-Apr 27	MTWThF	1 pm-4 pm	AIRPT	CEWLD 885 141
Mar 3-Apr 27	MTWThF	6 pm-9 pm	AIRPT	CEWLD 885 161

### ADVANCED PIPE WELDING

This class will provide extensive practice of three advanced pipe welding situations. Using both the gas tungsten arc welding (GTAW) process and shielded metal arc welding (SMAW), you will first weld a 2-3/4" X 5/8" carbon pipe, known as a monster coupon, in the 6G fixed position. Next, you will learn to weld a stainless monster coupon, in the 6G fixed position using the GTAW process, or TIG "all the way". Finally, you will weld a stainless and carbon monster coupon in the 6G fixed position using TIG "all the way". \$2199

Jan 10-Mar 7	MTWThF	9 am-12 pm	AIRPT	CEWLD 884 04
Jan 10-Mar 7	MTWThF	1 pm-4 pm	AIRPT	CEWLD 884 05
Jan 10-Mar 7	MTWThF	6 pm-9 pm	AIRPT	CEWLD 884 06

### STICK WELDING FOR HOME PROJECTS

Learn the basics of stick welding, oxy-fuel cutting torches, and review MIG welding skills. With instructor approval and your own materials, our experienced instructors will guide you through the steps to begin your fabrication project. Previous projects have included artwork, oyster tables, carts, trailer repairs, and furniture. It is recommended to have completed the MIG or TIG welding course first, but it is not a requirement. \$399

Apr 2-May 7	S	8 am-1 pm	AIRPT	CEWLD 511 541
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### MIG WELDING FOR HOME PROJECTS

From thin gauge sheet metal to 1/2" thick steel, MIG welding (aka wire feed or GMAW) is versatile and easy to learn. From automotive restoration and boat trailers to lawn mower decks and works of art, this process covers all the bases. Our knowledgeable instructors will teach you about welding machine set-up, safety, and MIG welding basics even if you have no previous welding experience. Required equipment for class: welding helmet, welding cap, MIG gloves, safety glasses, welding jacket, MIG welding pliers, locking pliers, tape measure, work boots and flame-retardant clothing. \$399

Apr 2-May 7	S	8 am-1 pm	AIRPT	CEWLD 870 131
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### TIG WELDING FOR HOME PROJECTS

When precision and control are important, TIG welding (GTAW) is the gold standard. GTAW requires exceptional hand-eye coordination and concentration. Learn TIG welding basics on carbon steel, stainless steel and aluminum. You can use this process to build racecar chassis and roll cages or repair pontoons and John boats. It is recommended to have completed the MIG welding course first, but it is not a requirement. \$399

Apr 2-May 7	S	8 am-1 pm	AIRPT	CEWLD 880 141
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# SPARK YOUR WELDING CAREER AT MTC

**Welders are in demand in the Midlands and can make a competitive salary.**

**\$30,000**

ENTRY LEVEL WELDER  
ANNUAL SALARY IN COLUMBIA

**\$60,000**

CERTIFIED | COMBINATION WELDER  
ANNUAL SALARY IN COLUMBIA

**\$85,000**

WELDING SUPERVISOR | FOREMAN  
ANNUAL SALARY IN COLUMBIA

## FORKLIFT OPERATOR ⓘ

### FORKLIFT TRAINING

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate. Safety requirements prohibit open, cloth, or high-heeled shoes. Students must be 18 years of age. Valid Driver's License required. \$199

Jan 8	S	8 am-5 pm	AIRPT	CEHEQ 501 28
Jan 22	S	8 am-5 pm	AIRPT	CEHEQ 501 30
Feb 12	S	8 am-5 pm	AIRPT	CEHEQ 501 31
Feb 26	S	8 am-5 pm	AIRPT	CEHEQ 501 32
Mar 12	S	8 am-5 pm	AIRPT	CEHEQ 501 33
Mar 26	S	8 am-5 pm	AIRPT	CEHEQ 501 34
Apr 9	S	8 am-5 pm	AIRPT	CEHEQ 501 35
Apr 23	S	8 am-5 pm	AIRPT	CEHEQ 501 36

## SAFETY AND ENVIRONMENTAL

### ASBESTOS INSPECTOR

Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. \$529

Feb 8-Feb 10 TWTh 8:30 am-4:30 pm NEAST CEASB 508 23

### ASBESTOS INSPECTOR REFRESHER

Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. \$159

Feb 7 M 8:30 am-12:30 pm NEAST CEASB 501 53  
Apr 4 M 8:30 am-12:30 pm NEAST CEASB 501 54

### ASBESTOS SUPERVISOR

The course meets SC-DHEC and EPA AHERA/ASHARA requirements for supervisors of asbestos projects and the NIOSH 582 course. Also for SC-DHEC licensing for persons performing air monitoring on asbestos projects and for the OSHA Competent Person training for all asbestos work in accordance with 1926.1101. Annual refresher required. \$779

Mar 7-Mar 11 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 34

### LOCKOUT/TAGOUT

Training for workers performing service or maintenance on machinery and equipment to properly and safely shut down equipment and isolate it from its energy sources. \$99

Mar 9-Mar 16 W 8 am-12 pm AIRPT CESAF 697 02  
Mar 23-Mar 30 W 8 am-12 pm AIRPT CESAF 697 03





# NEW! PLUMBING PROGRAM

Take your first step toward becoming a Journeyman Plumber

- > Prepare for entry-level jobs in the plumbing industry
- > Designed in cooperation with local residential and commercial plumbers to meet industry needs
  - > Hands-on and classroom learning
- > Complete program in just 6 to 8 months

## DOES YOUR BUSINESS NEED PLUMBING APPRENTICES?

Grant funding is available to help with your training costs.  
Contact MTC Business Solutions at 803.691.3907 to learn more.

### PLUMBING

#### INTRODUCTION TO PLUMBING

This course will introduce you to plumbing as a career, provide plumbing-specific safety training, and familiarize you with the tools of the plumbing trade. The course will wrap up with plumbing-specific customer service training. \$899

Dates TBD CEPLU 537

#### PLUMBING MATH AND PRINT READING

This course will introduce you to plumbing as a career, provide plumbing-specific safety training, and familiarize you with the tools of the plumbing trade. The course will wrap up with plumbing-specific customer service training. \$899

Dates TBD CEPLU 538

#### PIPES AND FITTINGS

This course will cover the proper uses and applications of plastic, copper, cast-iron, and steel pipes as well as the installation of the correct fittings for those materials. \$999

Dates TBD CEPLU 539

#### VALVES, FIXTURES, AND HOT WATER TANKS

This course will cover the proper application and installation of valves and fixtures as well as the installation and troubleshooting of electric, gas, and on-demand water heaters. \$999

Feb 10-Mar 31 TTh 6 pm-9 pm AIRPT CEPLU 536 01

#### INTRODUCTION TO DRAIN-WASTE-VENT AND WATER DISTRIBUTION SYSTEMS

This course will provide an introduction to components, installation, and troubleshooting of drain-waste-vent systems and water distribution systems. \$239

Apr 5-Apr 21 TTh 6 pm-9 pm AIRPT CEPLU 535 01

### CAREER SPOTLIGHT

#### PLUMBING PROGRAM

In 6-8 months, students will gain the skills to help plumbers install, maintain, and repair plumbing systems. This program was designed in cooperation with local residential and commercial plumbers to ensure the training covered meets industry needs.

REQUIREMENTS	HOURS	COST
Introduction to Plumbing	33	\$899
Plumbing Math and Print Reading	36	\$899
Pipes and Fittings	48	\$999
Valves, Fixtures, and Hot Water Tanks	45	\$999
Introduction to Drain-Waste-Vent and Water Distribution Systems	18	\$239
Total: 180 hrs		\$4,035

# SCHOOL OF BUSINESS

Within this school, you'll find training programs and courses in areas such as:

Business Analysis  
Finance and Accounting  
Customer Service  
Project Management

Organizational Performance  
Small Business and Entrepreneur  
Supervisory and Leadership

Many courses are available online.  
Academic degrees, diplomas, and certificates are also available in this school.



Learn more at [MIDLANDTECH.EDU/schools](https://MIDLANDTECH.EDU/schools)

## BUSINESS ANALYST

### CAREER SPOTLIGHT

#### BUSINESS ANALYST ⓘ

In this program, you will learn about the role and required skills of the business analyst as it relates to the Software Development Life Cycle (SDLC). Completion of this certificate will indicate to an existing or prospective employer that you understand the role of the business analyst during the SDLC, how you develop cases into detailed business requirements, and how to implement different testing techniques that accompany the SDLC to verify a successful client project installation. Prerequisite: You should have at minimum an associate degree or two years of experience in a particular field to enter this program. To earn this certificate, you must successfully complete the below courses within a two-year period.

REQUIREMENTS	HOURS	COST
Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)	30	\$1959
Business Analysis: Use Cases to Functional Requirements	30	\$1959
Business Analysis: In-Depth Software Testing	30	\$1959
Agile Fundamentals	18	\$699
Total: 108 hrs		\$6576

#### BUSINESS ANALYSIS: THE ANALYST'S ROLE DURING THE SOFTWARE DEVELOPMENT LIFE CYCLE (SDLC)

An in-depth look into business analysis, the role of business analysts, and their relationships with all of the major stakeholders in the Software Development Life Cycle (SDLC). Learn the important aspects of being a successful analyst including effective listening, logical and critical thinking, and problem-solving. Course objectives aligned with the IIBA objectives. \$1959

Jan 10-Feb 3 MTWTh 5:30 pm-9:15 pm NEAST CEBA 500 71

#### BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS

Learn how to take client project overviews and outlines to create effective use cases. Develop use cases into detailed business requirements, both functional and non-functional. Learn Software Development Life Cycle (SDLC) scope and how to maintain scope throughout the project. Produce effective documentation and communication lines for all stakeholders. Prerequisites: Business Analysis: The Analysts Role during the Software Development Life Cycle (SDLC). Course objectives aligned with the IIBA objectives. \$1959

Feb 14-Feb 24 MTWTh 5:30 pm-9:15 pm NEAST CEBA 501 69

#### BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING

Learn the different testing techniques that accompany the Software Development Life Cycle (SDLC) to verify a successful client project installation. Create effective documentation for test plans, cases, and matrices from software business requirements. Test different versions of a client website and document each phase using class templates. Prerequisites: Business Analysis: The Analyst's Role during the Software Development Life Cycle (SDLC) and Business Analysis: Use Cases to Functional Requirements. Course objectives aligned with the IIBA objectives. \$1959

Mar 7-Mar 17 MTWTh 5:30 pm-9:15 pm NEAST CEBA 502 68

## FINANCE AND ACCOUNTING ⓘ

### CAREER SPOTLIGHT

Available online

## ACCOUNTING AND PAYROLL SPECIALIST ⓘ 🖥️

This program is designed to provide training for an entry-level accounting and/or payroll specialist position and will prepare you for the Intuit QuickBooks certification as well as the National Bookkeeper Association's Bookkeeper Certification. The successful completion of this program will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. To earn the Accounting and Payroll Specialist certificate, you must successfully complete the below courses within a two-year period. Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email.



REQUIREMENTS	HOURS	COST
Business Math	8	\$199
Accounting Essentials	66	\$699
Payroll Preparation Essentials	6	\$199
QuickBooks	18	\$499
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299
Total: 152 hrs		\$2991

### BUSINESS MATH

Develop an understanding of the fundamentals of everyday math - the kind used most frequently in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are present in everyday activity. Perfect even if you only need a refresher. \$199

🖥️ Jan 4-Jan 14	ONLINE	CEFIN 512 83I
Jan 4-Jan 6	TTh	6 pm-10 pm
	HARB	CEFIN 512 84

### ACCOUNTING ESSENTIALS

Master basic record-keeping procedures including: journalizing transactions, posting to a ledger, and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. You will gain an understanding of key financial and operational measures. \$699

🖥️ Jan 18-Mar 31	ONLINE	CEOFF 623 98I
Jan 18-Mar 31	TTh	6 pm-9 pm
	NEAS	CEOFF 623 99

### PAYROLL PREPARATION ESSENTIALS

This hands-on course will lead you through the complete payroll process cycle. You will calculate earnings and deductions, analyze payroll transactions, record accurate journal entries, and complete necessary forms. This course is also for the existing payroll professional as a way to refresh your knowledge and bring you up to date. Prerequisite: Accounting Essentials or equivalent knowledge of basic accounting principles. \$199

🖥️ Mar 28-Apr 1	ONLINE	CEOFF 624 97I
Mar 29-Mar 31	TTh	6 pm-9 pm
	NEAS	CEOFF 624 98

### QUICKBOOKS

This course is an introduction to the desktop version of QuickBooks. Students will learn to set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. \$499

🖥️ Apr 14-Apr 20	ONLINE	CEOFF 638 61I
Apr 5-Apr 14	TWTh	6 pm-9 pm
	NEAS	CEOFF 638 62

### INSTRUCTOR SPOTLIGHT



#### RENEE SANTOS | Essential Skills

Renee Santos brings enthusiasm and real world experience to the classroom. Her areas of expertise include customer service, communication techniques, problem solving and decision making, and successful goal setting.

She is a former corporate trainer who has developed and implemented curriculum materials with Fortune 500 companies. Renee holds a Master of Education degree from the University of South Carolina.

# SCHOOL OF BUSINESS

## PROJECT MANAGER 🕒 🇺🇸

### AGILE FUNDAMENTALS

The Agile Fundamentals course will provide you with the Agile values and principles to incorporate Agile methodologies into your organization. To be successful delivering software using Agile methods, you must have a strong and stable agile mindset. The Agile Fundamentals course will focus on "being" Agile before "doing" Agile. The course will provide a common foundation for making decisions about the best way to develop software using agile values and principles and introduces you to PMI's Agile Certified Practitioner (PMI-ACP)®. Prerequisites: Familiarity with the software development life cycle (SDLC). \$699

Apr 4-Apr 12 MTWTh 6 pm-9 pm NEAST CEPMG 573 53  
Apr 18-Apr 26 MTWTh 6 pm-9 pm NEAST CEPMG 573 57

### PMP/CAPM EXAM PREP BOOT CAMP

Certification by the Project Management Institute (PMI) as a Project Management Professional (PMP) shows the world that you have mastered essential project management skills and knowledge. Improve your chances of passing the PMP certification exam on the first try with this well-proven and successful course. \$1999

Apr 12-Apr 26 TTh 9 am-5 pm NEAST CEPMG 506 33

### PROJECT MANAGEMENT PRINCIPLES AND PRACTICES

This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussion, and hands-on exercises. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge (PMBOK® Guide) and other standards and guides from the Project Management Institute (PMI). \$3495

Feb 7-Mar 30 MTW 6 pm-9 pm NEAST CEPMG 569 64

## SUPERVISORY AND LEADERSHIP

### ANALYZING AND SOLVING PROBLEMS

Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems. \$125

Apr 19 T 1:30 pm-4:30 pm NEAST CELSD 694 60

### COACHING: ENHANCING PERFORMANCE

Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. \$125

Feb 1 T 1:30 pm-4:30 pm NEAST CELSD 660 68

### CONFLICT RESOLUTION

Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. \$125

Jan 25 T 1:30 pm-4:30 pm NEAST CELSD 613 68

### COUNSELING: RECOVERING PERFORMANCE

A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. \$125

Feb 8 T 1:30 pm-4:30 pm NEAST CELSD 690 68

### DEFINING PERFORMANCE EXPECTATIONS

Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards. \$125

Mar 1 T 1:30 pm-4:30 pm NEAST CELSD 566 65

### ESSENTIAL COMMUNICATION SKILLS

You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively. \$125

Jan 18 T 1:30 pm-4:30 pm NEAST CELSD 571 68

### EVALUATING PERFORMANCE

The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. \$125

Mar 8 T 1:30 pm-4:30 pm NEAST CELSD 567 65

### LEADING WORK TEAMS

Upon completion, participants will be able to define the difference between a group and a team, explore the behaviors of members of dynamic teams, identify elements of team effectiveness, and describe a process for developing a team mission statement and ground rules. \$125

Mar 22 T 1:30 pm-4:30 pm NEAST CELSD 578 65

### MAKING SOLID DECISIONS

Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes time to implement those decisions) if stakeholders are involved in the process. \$125

Apr 26 T 1:30 pm-4:30 pm NEAST CELSD 695 60



## SUPERVISORY PROGRAM

### NAVIGATE CHALLENGES WITH EASE.

This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed. Take these highly interactive classes as a complete unit, or just attend the modules you want.

You'll leave each class session with knowledge and skills you can immediately apply on your job!

#### SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN

Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. \$399

#### SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT

Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. \$399  
Jan 11-Feb 8 T 1:30 pm-4:30 pm NEAST CELSD 512 68

#### SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. \$399  
Feb 22-Mar 22 T 1:30 pm-4:30 pm NEAST CELSD 513 65

#### SUPERVISORY UNIT 4: MANAGING THE PROCESS

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. \$399  
Apr 5-May 3 T 1:30 pm-4:30 pm NEAST CELSD 514 60

#### SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. \$399  
May 17-June 14 T 1:30 pm-4:30 pm NEAST CELSD 515 62

## SUPERVISORY AND LEADERSHIP

### PLANNING FOR RESULTS

Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools. \$125

Apr 12 T 1:30 pm-4:30 pm NEAST CELSD 583 60

### SETTING GOALS AND OBJECTIVES

Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement. \$125

Apr 5 T 1:30 pm-4:30 pm NEAST CELSD 693 60

### STARTING RIGHT: SELECTING THE BEST PERSON FOR THE JOB

Participants learn how to conduct a behavioral interview, determine the best orientation structure, and learn a process for on-the-job training of a new employee. \$125

Feb 22 T 1:30 pm-4:30 pm NEAST CELSD 691 65

### THE ENGAGED WORKFORCE

Participants learn how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition. \$125

Mar 15 T 1:30 pm-4:30 pm NEAST CELSD 692 65

### UNDERSTANDING YOUR COMMUNICATION STYLE

Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. \$125

Jan 11 T 1:30 pm-4:30 pm NEAST CELSD 535 68

## INSTRUCTOR SPOTLIGHT



### SYLVIA AULL-HOLCOMBE

#### Leadership Skills

Sylvia Aull-Holcombe has over 25 years of experience as a human resources professional in a variety of industries. She has worked closely with all levels of employees to assist them with career management, succession planning, and professional development. She has designed and facilitated programs to assess and improve individual and team performance.

Sylvia has a Master of Business Administration with a concentration in Human Resources from James Madison University and a Bachelor of Science in Administrative Management from Clemson University. She is a certified Senior Professional in Human Resources (SPHR) through the National Society for Human Resources Management. She is also MTC's 2020 Employee and Leadership Adjunct Instructor of the Year.

# SCHOOL OF BUSINESS

## HUMAN RESOURCES

### EMPLOYEE RELATIONS LAW

The certificate in Employee Relations Law series is designed to provide a comprehensive, practical, convenient, and cost-effective way to acquire knowledge about complex employment laws that impact virtually every employment-related decision. In addition to Continuing Education credit, your completion of this program may be applied to recertification credit for HR professionals through the Human Resource Certification Institute (HRCI). Class meets the second Thursday of each month from March - December. \$749

Mar 10-Dec 8 Th 8 am-12 pm VIRTUAL CEHS 510 15

### SHRM CERTIFICATION REVIEW

The SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers. Earning this credential establishes you as a recognized expert in the HR field. These certifications recognize that HR professionals are at the core of leading organizational success. Built on one singular Body of Competency and Knowledge (SHRM BoCK) the certification is designed to elevate the HR profession around the world. The Exam tests the HR professional's competency and the ability to put that knowledge to work through critical thinking and application. Class meets on Tuesdays with one additional meeting Thursday, Mar. 10. \$1295

Mar 8-May 17 T 6 pm-9 pm NEAST CEHS 534 14

### SHRM ESSENTIALS OF HUMAN RESOURCES

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction of behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. \$549

Jan 25-Jan 26 TW 8:30 am-5:30 pm NEAST CEHS 500 49

## ORGANIZATIONAL PERFORMANCE

### LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. \$3995

Jan 1-Apr 1 ONLINE CEQAL 642 43I

Feb 7-Mar 11 MTWThF 8 am-4:30 pm NEAST CEQAL 642 42

Mar 1-Jun 1 ONLINE CEQAL 642 44I

Apr 1-Jul 1 ONLINE CEQAL 642 45I

### LEAN SIX SIGMA YELLOW BELT

Learn to drive improvements in productivity, quality and customer satisfaction in order to remain competitive in this Lean Six Sigma Yellow Belt program. Discover how to apply DMAIC methods with a primary focus on process mapping and lean tools. \$1995

Jan 1-Apr 1 ONLINE CEQAL 706 15I

Feb 7-11 MTWThF 8am-4:30 pm NEAST CEQAL 706 14

Mar 1-June 1 ONLINE CEQAL 706 16I

Apr 1-Jul 1 ONLINE CEQAL 706 17I

## CUSTOMER SERVICE

### BECOMING A CUSTOMER SERVICE STAR

Don't just talk about providing exceptional customer service - make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. \$259

Feb 9 W 9 am-4 pm NEAST CECUS 523 45

## EVENT PLANNING

### MEETING AND EVENT PLANNING CERTIFICATE

Explore and understand the concepts of event planning and executing a successful event. Whether your interests lie in opening your own event company, planning a wedding, or simply mastering the skills to plan the perfect meeting for work, this program provides you the skill set to understand a variety of aspects planning to include contract negotiations, venue selection, establishing pricing for your services, marketing, and much more. \$899

Feb 28-Apr 6 MW 6 pm-9 pm NEAST CEEVT 527 06

## INSTRUCTOR SPOTLIGHT



### KRISTIN LYNCH

#### Organizational Performance

Kristin Lynch serves as the lead trainer and consultant for Organizational Performance and has been training and consulting in the areas of quality and productivity improvement for more than 15 years. She has worked with companies ranging from the Fortune 500 to small private firms of fewer than 10 employees. Her expertise spans various business sectors including services, manufacturing, and governmental organizations.

Kristin's primary focus is teaching organizations the concepts necessary to drive improvements in quality, productivity, and customer satisfaction. She has dealt extensively with cross-functional employee teams in the areas of problem solving and Lean for service and manufacturing. Additionally, Kristin consults and trains in the specific areas of Lean Six Sigma, project management, statistical process control, measurement systems assessment, problem solving, and ISO compliance.

Kristin holds a B.S. in manufacturing systems engineering from Kettering University and an MBA from the Moore School of Business at the University of South Carolina.

## WHAT'S YOUR PROCESS *to improve your process?*

### MTC's ORGANIZATIONAL PERFORMANCE

training and consulting can help your business reach new levels – improving productivity, increasing profits, and improving customer satisfaction. Companies and organizations of all sizes, in all industries, can benefit.

Our custom consulting and implementation services are tailored to your specific needs.

Plus, some of our most popular training programs include:

- > Lean Six Sigma (Yellow Belt, Green Belt, Black Belt)
- > Design for Six Sigma
- > Statistical Tools
- > Team Problem Solving
- > Quality Systems

"MTC's trainers and consultants have been an outstanding partner for our organization for many years. They have provided consulting and education on Lean Six Sigma, continuous improvement, and problem-solving for a wide range of audiences and have helped employees at all levels of our organization better understand these tools and methods."

– Health Care Industry Client

On-campus and online options available. Learn more at [MIDLANDSTECH.EDU/OrganizationalPerformance](https://MIDLANDSTECH.EDU/OrganizationalPerformance)

# SCHOOL OF BUSINESS

## PERSONAL DEVELOPMENT

### ESSENTIAL SKILLS (Modules)

*The following courses are part of the Essential Skills Certificate. They can be taken in any order or independently.*

#### VERBAL COMMUNICATION SKILLS

Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. \$125

Jan 15	S	9 am-4 pm	NEAST	CECDS 719 58
Mar 5	S	9 am-4 pm	NEAST	CECDS 719 60
Mar 7	M	6 pm-9 pm	VIRTUAL	CECDS 719 59

#### PERSONAL ACCOUNTABILITY AND PROFESSIONALISM

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage expectations, and achieve your highest potential. Part of the Essential Skills Certificate. Can be taken as a standalone class. \$125

Jan 15	S	1 pm-4 pm	NEAST	CECDS 720 58
Mar 5	S	1 pm-4 pm	NEAST	CECDS 720 60
Mar 14	M	6 pm-9 pm	VIRTUAL	CECDS 720 59

#### PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST

In almost every job, success depends on working together to achieve shared goals. Your ability to collaborate and learn from others is essential to getting the job done. This course will help you identify the key principles for being a team player and developing trusting relationships. \$125

Jan 22	S	9 am-12 pm	NEAST	CECDS 721 58
Mar 12	S	9 am-12 pm	NEAST	CECDS 721 60
Mar 21	M	6 pm-9 pm	VIRTUAL	CECDS 721 59

#### CRITICAL THINKING AND PROBLEM SOLVING

Employers rank critical thinking as the most important skill for employees in the next five years. Critical thinking helps you step back, examine your thoughts, test assumptions, and process information more effectively. This course helps you identify your thinking style and follow a process to think critically, solve problems and make informed decisions. \$125

Jan 22	S	1 pm-4 pm	NEAST	CECDS 722 58
Mar 12	S	1 pm-4 pm	NEAST	CECDS 722 60
Mar 28	M	6 pm-9 pm	VIRTUAL	CECDS 722 59

#### TAKING CHARGE OF CHANGE

When you can recognize your internal reactions to change, you can better manage your responses. This course will help you learn strategies to accept change, reduce stress, and remain productive during the change process. \$125

Jan 29	S	9 am-12 pm	NEAST	CECSD 723 58
Mar 19	S	9 am-12 pm	NEAST	CECSD 723 60
Apr 4	M	6 pm-9 pm	VIRTUAL	CECSD 723 59

#### DEALING WITH CONFLICT

Conflict is inevitable; the key is dealing with conflict in a way that produces positive outcomes. This course will help you learn how to work through situations and avoid the traps that damage relationships and negatively impact productivity and results. You will learn proven methods to recognize the signs of conflict and apply a process to resolve conflict effectively. \$125

Jan 29	S	1 pm-4 pm	NEAST	CECDS 724 58
Mar 19	S	1 pm-4 pm	NEAST	CECDS 724 60
Apr 11	M	6 pm-9 pm	VIRTUAL	CECDS 724 59

#### ESSENTIAL SKILLS FOR SUCCESS (Full Program)

**Save \$234 when you combine the seven program modules in one convenient course.**

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers' expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed. \$765

Jan 15-Feb 5	S	9 AM-4 PM	NEAST	CECDS 763 58
Mar 5-Mar 26	S	9 AM-4 PM	NEAST	CECDS 763 60
Mar 7-Apr 11	M	6 pm-9 pm	VIRTUAL	CECDS 763 59

#### ENHANCING YOUR PROFESSIONALISM

Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. \$125

Mar 9	W	9 am-12 pm	NEAST	CECDS 564 10
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#### PROFESSIONAL PRESENTATION SKILLS

Learn to speak confidently to groups. Whether speaking to groups, making presentations to management, or working with customers, you have a short period of time to get your message across. Learn how to make a positive impression and deliver your message with power and professionalism. \$249

Feb 8	T	9 am-4 pm	NEAST	CECDS 572 58
May 17	T	9 am-4 pm	NEAST	CECDS 572 59

## ADMINISTRATIVE PROFESSIONALS

#### ADMINISTRATIVE PROFESSIONALS CONFERENCE

This empowering one-day conference is for everyone who works in an administrative role. Gain essential skills and information to increase your productivity, take on new challenges, and reach your highest potential. \$245 Early Bird (before March 18); \$295 Regular; \$245 Group Discount (when you register 5 or more from your organization at the same time). Visit [MIDLANDSTECH.EDU/AdminConference](http://MIDLANDSTECH.EDU/AdminConference) for more details.

Apr 27	W	9 am-4 pm	CEOFF	CEADM 500 15
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# Employment Laws: Explained.

## 2022 EMPLOYEE RELATIONS LAW SERIES

MARCH TO DECEMBER 2022 | 2nd Thursdays | 8 AM – 12 PM | Virtual | \$749 for entire series

This certificate program is designed to provide a comprehensive and practical way to learn about complex employment laws. These laws impact virtually every employment-related decision. Each class is taught by a local attorney who specializes in the subject for the respective month. There are opportunities to dialogue and ask questions plus interact with other professionals.

Series conducted by Ogletree, Deakins, Nash, Smoak & Stewart, P.C.  
in partnership with  
Midlands Technical College

Ogletree  
Deakins  
Employers & Lawyers. Working Together.

MIDLANDS  
TECHNICAL COLLEGE



Enroll and view details at [MIDLANDSTECH.EDU/LawSeries](https://MIDLANDSTECH.EDU/LawSeries)

# TRANSFORM YOUR TOMORROW.

MTC offers 150+ programs in 8 Schools of Study. Our courses are taught in-person, virtual, online, and in hybrid formats. It's learning flexibility to fit your needs and goals.



School of ADVANCED MANUFACTURING  
AND SKILLED TRADES

School of BUSINESS

School of EDUCATION AND PUBLIC SERVICE

School of ENGLISH AND HUMANITIES

School of HEALTH CARE

School of SCIENCE, INFORMATION TECHNOLOGY,  
ENGINEERING, AND MATH (STEM)

School of SOCIAL AND BEHAVIORAL SCIENCES

School of INTERDISCIPLINARY STUDIES

# SCHOOL OF ENGLISH AND HUMANITIES

Below are the Training programs in the School of English and Humanities. The majority of the programs in this school are academic degrees, diplomas, and certificates.  
Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

## AUDIO ENGINEER 🕒

The following audio engineering classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910.

### AUDIO ENGINEERING, INTRODUCTION

Learn how to use standard types of audio equipment - microphones, mixing consoles, compressors, EQ's reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. \$449

Jan 10-Feb 28 M 7 pm-9:20 pm MAI CEMUS 507 21

### COMMERCIAL MUSIC THEORY

If you are going to be working in the music business, you need to know the difference between "off key" and "on." This course covers the music theory, ear training, and harmony related to commercial/contemporary music, from rock-n-roll to classical music. \$449

Mar 3-Apr 21 Th 7 pm-9 pm MAI CEMUS 511 19

### DIGITAL MUSIC PRODUCTION

Learn how to record music at home with the latest in digital music production. Upon completion of course, students will be able to mix projects into MP3 or CD format. Topics include MIDI, signal flow, multi tracking, and more. This course includes a two-hour lab. \$449

Jan 6-Feb 24 Th 7 pm-9:15 pm MAI CEMUS 525 15

Apr 9-Apr 16 S 9 am-5 pm MAI CEMUS 525 14

### LIVE SOUND PRODUCTION

Learn the in's and out's of running live sound for production companies, theatres, artists, churches, and more. This class includes a two-hour lab. Textbook included. \$449

Mar 7-Apr 25 S 7 pm-9:57 pm MAI CEMUS 521 18

### MUSIC BUSINESS

Whether you want to be the manager of a band, make extra income as a booking agent, or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business. Textbook included. \$449

Mar 26-Mar 27 SSu 9 am-6 pm MAI CEMUS 510 23

## PROGRAM SPOTLIGHT

### AUDIO ENGINEER 🕒

Over nine months, you will learn from experienced instructors and work with state-of-the-art equipment in a real studio to get a comprehensive perspective of audio engineering. View full program details at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools).

### STUDIO RECORDING I

Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. \$449

Mar 1-Apr 19 T 7 pm-9:20 pm MAI CEMUS 522 20

### STUDIO RECORDING II

Supplement to Studio Recording I. Required for certificate program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. \$449

Apr 30-May 1 SSu 9 am-6 pm MAI CEMUS 523 17

### STUDIO RECORDING III

Importing, exporting, file management, advanced mixing, editing, monitoring, and mastering using the Pro Tools platform will be focus of the class. Students will be required to complete recording projects for a final grade. This course includes a two-hour lab. Textbook included. \$449

Jan 11-Feb 22 T 7 pm-9:35 pm MAI CEMUS 524 18

## BUSINESS WRITING

### BUSINESS GRAMMAR

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. \$259

Jan 27 Th 9 am-4 pm NEAST CEWCS 500

### BUSINESS LETTER WRITING

Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. \$259

Feb 10 Th 9 am-4 pm NEAST CEWCS 501

### BUSINESS WRITING ESSENTIALS

Writing is an essential way of communicating with others. The quality of your writing impacts how people view you and your organization. This course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. \$249

Feb 5 S 9 am-4 pm NEAST CEWCS 541 58

Mar 26 S 9 am-4 pm NEAST CEWCS 541 60

Apr 2 S 9 am-4 pm VIRTUAL CEWCS 541 59

## SCHOOL OF ENGLISH AND HUMANITIES

### PHOTOGRAPHER AND VIDEOGRAPHER

#### PHOTOGRAPHY AND VIDEOGRAPHY

Learn basic camera functions, exposure, and depth of field. In addition receive further instruction on composition, how light affects images, filters, and flash. Then move into discussing concepts of videography and how to capture moving pictures and sound using video and audio equipment, with expertise in lighting, composition and framing, and editing. Other important skills include maintaining client relationships, production planning, reel creation, and mastering distribution methods. \$799

Jan 24-Mar 30 MW 6 pm-9 pm HYBRID CEPIC 559 04

#### VIDEO EDITING CERTIFICATE

Learn basic and some advanced techniques in video editing using Adobe Premiere Pro CC. Includes how to add transitions, basic effects, syncing sound, basic color correction, and how to format video in standard and high-definition formats for export. In addition, students will learn how to upload video and various media platforms such as You Tube, Vimeo, and Facebook. Concludes with a video production reel that can be utilized to gain employment. A DSLR camera that captures video, a video camera, or a smartphone that captures video is required. A subscription to Adobe Premiere Pro CC and a 500 GB Mac and PC compatible external hard drive is also required. Please note that students will be able to subscribe to the Adobe Premiere Pro CC software at the student's rate once enrolled into the class or if already enrolled in any other class at Midlands Technical College. \$749

Jan 24-Mar 16 MW 6 pm-9 pm BLTLN CEPIC 555 08

## SCHOOL OF EDUCATION AND PUBLIC SERVICE

Below are the Training programs in the School of Education and Public Service. The majority of the programs in this school are academic degrees, diplomas, and certificates.  
Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

### CAREER DEVELOPMENT FACILITATOR

#### FACILITATING CAREER DEVELOPMENT

This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120 hour online course developed by the National Career Development Association is a hybrid, requiring one in-person meeting on first day of class, virtual meetings via a platform such as Zoom, web-based instruction on your own, use of the course textbook (included in fee), and independent study. The first and only onsite session is on day one from 10 a.m. to 1 p.m. for orientation and textbook pick up at the Northeast Campus. Completion of this course supports application for the GCDF and CCSP credentials. \$1099

Feb 11-Jun 10	F	10 am-1 pm	NEAST	CECDF 600 30
Apr 15-Aug 12	F	10 am-1 pm	NEAST	CECDF 600 31

### INSTRUCTOR SPOTLIGHT



#### DR. SHARON GIVENS | Career Development | Essential Skills

Dr. Sharon Givens is a researcher, licensed psychotherapist, supervisor, career counselor, professional trainer, and academician. Sharon is a National Board Certified Counselor, a Board Certified Tele Mental Health Provider, Certified Career Counselor, Board Certified Life and Career Coach, Human Services Board Certified Practitioner, Approved Clinical Supervisor, a Global Career Development Facilitator, a Career Development Facilitator Instructor, a Certified

Career Services Provider, National Career Development Association Master Trainer, a DISC Personality Trainer, A Birkman Facilitator, Franklin Covey Facilitator, and a True Colors Facilitator. She has developed and conducted over 500 training/seminars across the country and in West Africa. Sharon is a member of the Board of Directors for National Career Development and is currently serving as the President of the National Career Development Association.

## PERSONAL ENRICHMENT

On the college website, Personal Enrichment courses are listed separately from MTC's 8 Schools of Study. View offerings at [MIDLANDSTECH.EDU/programs-and-courses/personal-enrichment](http://MIDLANDSTECH.EDU/programs-and-courses/personal-enrichment)



### FLORAL DESIGNER

#### FLORAL DESIGN

The fundamentals of floral arranging will give students enough basic skills to seek entry-level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. \$399

Jan 24-Mar 21 M 6 pm-9 pm HARBN CEFLC 501 29

### CAKE DECORATOR 🍷

#### CAKE DECORATOR PROFESSIONAL

Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful cakes using buttercream icing. You will be introduced to fondant bows. On the first night of class; bring Wilton practice board, piping tips (purchase only the tips listed on the online materials list); disposable piping bags; small pair of scissors; half sheet coated cake board; cake spatula; and a small container of prepared Wilton Decorator's Buttercream. Piping techniques will be covered on the first night of class. View the full list of supply requirements on the online materials list, but wait to purchase all supplies until after the first class. \$239

Feb 1-Mar 8 T 6 pm-9 pm CEOFS CEKIT 522 57

### INTERIOR DECORATOR

#### INTERIOR DECORATING

Students will learn concepts about color and pattern relationships, floor-planning skills, window treatments, furniture selection, cost estimations, accessories, and other topics. Students will complete projects to help them learn the concepts and apply real-world examples. \$539

Jan 12-Mar 30 W 6 pm-9 pm NEAST CEDCP 546 05

### DEFENSIVE DRIVING

#### DEFENSIVE DRIVING

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver's license, including CDL. Driver's license number and state required when registering. May reduce insurance costs. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. \$99

Jan 8	S	8 am-5 pm	NEAST	CEDDC 500 80
Feb 5	S	8 am-5 pm	NEAST	CEDDC 500 81
Mar 5	S	8 am-5 pm	NEAST	CEDDC 500 82
Apr 2	S	8 am-5 pm	NEAST	CEDDC 500 83

### MOTORCYCLE

#### BASIC MOTORCYCLE

Learn basic motorcycle riding techniques in this beginner-level course. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. NOTES: 1) For license waiver option, present motorcycle permit at first class and pass all assessments. 2) A three-hour online e-course is required before the first class. You will be emailed a code to access this e-course. You must present certificate of e-course completion to instructor at first class. 3) You will need to pass both a written and riding assessment to receive a completion certificate. Prerequisite: Must be eligible for a motorcycle driver's license and be able to ride a bicycle. This course is not an alternate to the driver education requirement for under 18-year-old drivers. Meets the standards set by SC law for insurance discount. Half helmets are not allowed, must be full face or open face helmet. \$299

Jan 28-Jan 30	F	6 pm-8 pm	BLTLN	CEMOT 501 63
	SSu	8 am-5 pm		
Jan 21-Jan 23	F	6 pm-8 pm	BLTLN	CEMOT 501 64
	SSu	8 am-5 pm		
Feb 11-Feb 13	F	6 pm-8 pm	BLTLN	CEMOT 501 65
	SSu	8 am-5 pm		
Feb 25-Feb 27	F	6 pm-8 pm	BLTLN	CEMOT 501 66
	SSu	8 am-5 pm		
Mar 4-Mar 6	F	6 pm-8 pm	BLTLN	CEMOT 501 67
	SSu	8 am-5 pm		
Mar 18-Mar 20	F	6 pm-8 pm	BLTLN	CEMOT 501 68
	SSu	8 am-5 pm		
Apr 8-Apr 10	F	6 pm-8 pm	BLTLN	CEMOT 501 69
	SSu	8 am-5 pm		
Apr 22-Apr 24	F	6 pm-8 pm	BLTLN	CEMOT 501 70
	SSu	8 am-5 pm		





# Transfer Your Military Expertise into a New Civilian Career

**MTC offers nationally recognized certifications and training programs that provide greater employment opportunities for veterans.**

## **TUITION ASSISTANCE**

Military tuition assistance is dependent primarily upon your command. All of our programs that are approved for veterans education benefits lead to MTC certificates and/or industry certifications. All participants are awarded CEUs and clock hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale purposes. Check with your Education Service Officer (ESO) to find out more.

## **VA VOCATIONAL REHABILITATION**

All courses, certifications, and QuickJobs programs must be pre-approved by a VA Vocational Rehabilitation and Employment Counselor. To find out more about this process, please contact your current VA Vocational Rehabilitation Counselor or contact the local VA Regional Office at **803.647.2444** or visit **[benefits.va.gov/vocrehab/index.asp](https://benefits.va.gov/vocrehab/index.asp)**.



**LOOK FOR THIS SYMBOL TO IDENTIFY PROGRAMS  
APPROVED FOR VA EDUCATION BENEFITS**



# CORPORATE TRAINING

MTC's Business Solutions team works to connect business customers to the best corporate training and consulting resources available. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you identify and implement the right solution to help you meet your organizational goals.



## IN THE NEWS

### Registered Apprenticeship Programs

**Don't Leave Money on the Table** | Jeremy Catoe, MTC Business Solutions

In my position, I talk to many decision makers at local organizations here in the Midlands area of South Carolina. Right now, their number one pain is almost universal. They cannot find people, and the people they have are not sticking around. **Quality candidates are hard to find, and the competition is fierce.**

**One solution that I have to offer is Registered Apprenticeship programs through the Department of Labor.** It is simple, if the talent that you need is not available, grow your own. Apprenticeship offers interested candidates a pre-built career ladder which can turn a boring job posting into a lit up highway sign for young folks trying to decide where they want their career path to take them. It is also a far more effective way to reach career changers who would love to be in your industry, but do not know what job training they need to become qualified.

Apprenticeship has three components: job-related education, on-the-job training, and a graduated pay scale. If you hire employees and provide them training, **you are doing job-related education.** If you allow new hires to learn how to do their daily tasks by working with more experienced employees and learning hands on, **you are doing on-the-job training.** If your good hires typically get at least one raise early on, **you have a graduated pay scale.** If all of the above are true, you have an apprenticeship. You just have not registered it.

Registering your most critical positions brings several benefits, including recruiting and retention advantages. Another significant benefit is that in SC, there are state business tax credits at stake. **Your company can qualify for a credit of \$1,000 per apprentice, per year of their apprenticeship.** If you are already doing the work, why not get credit for it?

## READY TO GET STARTED?

MTC and Apprenticeship Carolina make it easy. Explore the options at [MIDLANDSTECH.EDU/apprenticeships](http://MIDLANDSTECH.EDU/apprenticeships)





# We know how it works.

Training decisions can be difficult, and there's a lot to consider. Our hope is that you will always consider us, first.

This is how we work to give you the best options and resources in the industry:

1

## IDENTIFY THE NEED

- > We start with a conversation with you to understand your needs
- > Then, we identify your budget and explore the available funding options

2

## FIND THE SOLUTIONS

- > We explore the training options and resources available to best address your needs
- > Then, we work with you to develop a winning solution that's within your budget

3

## IMPLEMENTATION AND FUTURE SUCCESS

- > We will deliver the agreed upon solution, ensure your overall satisfaction, and ask for referrals
- > Then, we will assist you in calculating ROI, and identify the next steps to keep you moving forward

2022

# ONLINE AND VIRTUAL TRAINING COURSES

THE FOLLOWING IS A LIST OF ONLINE AND VIRTUAL TRAINING COURSES OFFERED BY MTC.

MTC offers online classes taught by local instructors in virtual and online formats. MTC also provides online options through a network of qualified, national instructors. View details and register at [MIDLANDSTECH.EDU/programs-and-courses/online-learning](https://MIDLANDSTECH.EDU/programs-and-courses/online-learning).

## School of ADVANCED MANUFACTURING AND SKILLED TRADES

### Construction and Trades

Biofuel Production Operations  
Chemical Plant Operations  
HVAC/R Certified Technician  
Manufacturing Applications  
Manufacturing Fundamentals

## School of BUSINESS

### Customer Service

Certificate in Customer Service  
Managing Customer Service

### Digital Marketing

Digital Marketing Certificate  
Integrated Marketing Certificate  
Mastering Video Marketing Certificate  
Podcasting  
Search Engine Optimization  
Social Media for Business Certificate  
Using Social Media in Business

### Finance and Accounting

Accounting and Payroll Specialist  
Bookkeeping Certificate  
Certificate in Accounting and Finance  
for Non-Financial Managers  
Personal Finance  
The Basics of Bookkeeping

### Hospitality

Wow, What a Great Event!

### Human Resources and Legal

Employment Law Fundamentals  
Real Estate Law  
SHRM Certification Review  
Understanding the Human  
Resources Function

Workers' Compensation

### Management

Certificate in Leadership Development  
Certificate in Non-Profit Administration  
Certificate in Workplace  
Communication  
Fundamentals of Supervision  
& Management I  
Leadership  
Management Certificate  
Managing Remote Workers Certificate  
Supervisory Certificate

### Organizational Performance

Certified Quality Auditor  
Certified Quality Engineer  
Lean Six Sigma Green Belt  
Lean Six Sigma Yellow Belt

### Personal Development

A to Z Grantwriting  
Achieving Success with  
Difficult People  
Administrative Assistant Applications  
Administrative Assistant Fundamentals  
Building Teams That Work  
Certificate in Business Writing  
Computer Skills for the Workplace  
Effective Business Writing  
Effective Selling  
Essential Skills for Success  
Get Assertive!  
Individual Excellence  
Interpersonal Communication  
Keys to Effective Communication  
Mastering Public Speaking  
Mastery of Business Fundamentals  
Professional Sales Skills  
Real Estate Investing I  
Resume Writing Workshop

Skills for Making Great Decisions

Stocks, Bonds, and Investing: Oh, My!

### Project Management

Certificate in Project Management  
PMP/CAPM Exam Prep Boot Camp  
Project Management @ e-Speed

### Purchasing

Certified Green Supply  
Chain Professional  
Purchasing Fundamentals  
Supply Chain  
Management Fundamentals

### Small Business and Entrepreneur

Creating a Successful Business Plan  
Entrepreneurial Marketing  
Entrepreneurship Certificate  
Freight Broker/Agent Training  
Senior Certified  
Sustainability Professional  
Small Business Marketing on  
a Shoestring  
The Business Plan

## School of EDUCATION AND PUBLIC SERVICE

### Career Development

Advanced Live Online and Zoom  
Instructor Training  
Certificate in Learning Styles  
Certificate in Online Teaching  
Certificate in Teaching Adults  
Creating Classroom Centers  
Creating the Inclusive Classroom:  
Strategies for Success  
Culturally Responsive Pedagogy in the  
Diverse Classroom  
Facilitating Career Development  
Solving Classroom  
Discipline Problems

View all MTC online and virtual courses at [MIDLANDSTECH.EDU/programs-and-courses/online-learning](https://MIDLANDSTECH.EDU/programs-and-courses/online-learning).



Solving Classroom Discipline Problems II  
Survival Kit for New Teachers  
Teaching Students With ADHD  
Teaching Students With Autism: Strategies for Success  
The Creative Classroom  
The Teen Brain  
Understanding Adolescents  
Using the Internet in the Classroom  
Working Successfully With Learning Disabled Students

#### School of ENGLISH AND HUMANITIES

##### Art and Design

Drawing for the Absolute Beginner  
Mastering Digital Photography: Photographing People  
Secrets of Better Photography

##### Languages

Beginning Conversational French  
Beginning Conversational Spanish  
Speed Spanish I  
Speed Spanish II

##### Writing

Certificate in Effective Grammar  
Digital Reporting  
Effective Business Writing  
Fundamentals of Technical Writing  
Grammar Refresher  
Grammar Refresher II  
Introduction to Fiction Writing  
Introduction to Journaling  
Publish and Sell Your E-Books

#### School of HEALTH CARE

##### Emergency Medicine

Emergency Medical Technician

##### Health and Fitness

Become a Physical Therapy Aide

##### Medical Office

Medical Billing and Coding  
Medical Scribe

Medical Terminology  
Spanish for Medical Professionals

#### School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

##### Computer Applications

AutoCAD 2021 Certified User  
AutoCAD 2021 Certified User with AutoCAD 3D 2021  
AutoCAD 3D 2021  
Crystal Reports, Introduction  
Keyboarding  
Mastering Computer Skills for the Workforce  
Microsoft Excel (Latest Version), Introduction  
Microsoft Excel (Latest Version), Intermediate  
Microsoft Excel (Latest Version), Advanced  
Microsoft Excel 2013, Introduction  
Microsoft Excel 2013, Intermediate  
Microsoft Excel 2013, Advanced  
Microsoft Outlook (Latest Version), Introduction  
Microsoft PowerPoint 2016, Introduction  
Microsoft Word 2016, Introduction  
Microsoft Word 2016, Intermediate  
Publisher 2013, Introduction  
QuickBooks

##### Data Analysis

Data Analysis Certificate  
Google Analytics  
Google Analytics Certificate  
Power BI Certificate

##### Databases

Database Development, Introduction  
SQL Certificate

##### Gaming

Certificate in Basic Game Design  
How to Get Started in Game Development

##### Information Technology

Help Desk Analyst: Tier 1  
Support Specialist  
Networking, Introduction  
Networking, Intermediate  
PC Security, Introduction  
PC Troubleshooting, Introduction

##### Math

Business Math  
Everyday Math

##### Programming

C# Programming for the Absolute Beginner  
C# Programming, Intermediate  
C++ for the Absolute Beginner  
Creating Mobile Apps with HTML5  
Java for the Absolute Beginner  
Java Programming, Intermediate  
Python 3 Programming, Introduction

##### Test Preparation

GRE Test Preparation - Course 1  
GRE Test Preparation - Course 2  
LSAT Test Preparation - Course 1  
LSAT Test Preparation - Course 2  
SAT/ACT Preparation - Part 1  
SAT/ACT Preparation - Part 2

##### Web Development and Print Media

Certificate in Web Design  
Designing Effective Websites  
Graphic Design Software Essentials Certificate  
Illustrator CS6, Introduction  
InDesign CS6, Introduction  
Intermediate InDesign Creative Cloud  
JavaScript  
Photoshop CS6, Introduction  
Photoshop CS6, Intermediate  
PHP and MySQL  
Visual Basic, Introduction  
Web Pages, Advanced  
WordPress Certificate

## QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

Learn about financial assistance options at [MIDLANDSTECH.EDU/TrainingStudentResources](http://MIDLANDSTECH.EDU/TrainingStudentResources) or call 803.732.0432.

A 2.5% card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.



## CONTINUING EDUCATION UNITS (CEUS)

The CEU is a nationally recognized method for recording participation in a continuing education program that does not carry toward a degree, but does meet established standards for increasing knowledge and competencies. One CEU is awarded for each 10-contact hours of successful completion in an organized, non-credit continuing education program. Records for CEUs are kept on file in the Registrar's office at Midlands Technical College. No CEUs are awarded for personal enrichment courses.

## CHANGE NOTIFICATION

Midlands Technical College reserves the right to make necessary changes to registration fees, course dates, times, curricula, and faculty. This includes canceling courses when there is insufficient enrollment. Every effort will be made to work with students who have already enrolled in a course where changes were made.

## REFUNDS

- > You must officially withdraw from a class to receive a refund.
- > If you do not withdraw, and do not attend, you are still responsible for payment.
- > You may request a transfer into another class, or you can send someone else in your place.
- > Tuition will be refunded 100% for any classes canceled by the college.

To withdraw, contact the Corporate and Continuing Education Registration Office at 803.732.0432.

DAYS BEFORE START OF CLASS	% OF REFUND
5 OR MORE	100%
1 TO 4	50%
0	0%

## SPECIAL ACCOMMODATIONS

The college requests that students make requests for accommodations as soon as possible prior to the first day of class. Accommodations are determined on an individual basis and are not retroactive. Please call 803.822.3505 for more information.

All registrations require proof of legal presence in the U.S.

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College, P.O. Box 2408, Columbia SC 29202, by telephone at 803.822.3261, or email at [walkerdm@midlandstech.edu](mailto:walkerdm@midlandstech.edu). Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or [edwardsn@midlandstech.edu](mailto:edwardsn@midlandstech.edu).

# IT'S EASY TO REGISTER

- 1 REGISTER ONLINE**  
Quickly and easily at [MIDLANDSTECH.EDU](http://MIDLANDSTECH.EDU)
- 2 FILL OUT A FORM**  
See next page or download one at [MIDLANDSTECH.EDU/TrainingStudentResources](http://MIDLANDSTECH.EDU/TrainingStudentResources)

Email it to [cce@midlandstech.edu](mailto:cce@midlandstech.edu), fax it to **803.732.5255**, or take it to one of our five convenient registration offices.

- 3 CALL US**  
**803.732.0432**  
M-Th, 8 am - 4:30 pm | F, 8 am - 1:30 pm

## REGISTRATION OFFICES

### AIRPORT CAMPUS

Academic Center, Room 110

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

### BATESBURG-LEESVILLE CAMPUS

T and Th, 8 am – 4:30 pm

### BELTLINE CAMPUS

Student Center, 2nd Floor

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

### HARBISON CAMPUS

Harbison Hall, Room 101

M-Th, 8 am – 4:30 pm

F, 8 am – 1:30 pm

# TRAINING PROGRAMS REGISTRATION FORM



## INDIVIDUAL REGISTRATION/PAYMENT

Please register me for the following course(s): (Example: CEBEG 517 21 Intro to Computers Sep 1-2 NEAST \$129)

Course: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Price: \_\_\_\_\_

Course: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Price: \_\_\_\_\_

Course: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Price: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
First MI Last

Email address for notifications: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_  
Driver's license # and state required to verify lawful presence

Home Address: \_\_\_\_\_  
Street City State Zip Code

Phone # for notifications: \_\_\_\_\_  
Day Night Cell

Gender\*: ☐ Male ☐ Female Race\*: ☐ Asian ☐ Black/African American ☐ White

Ethnicity\*: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino  
☐ American Indian/Alaskan Native ☐ Hawaiian/Pacific Islander

\*Voluntary information used for institutional effectiveness reporting.

Check Enclosed for: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Card type: ☐ ☐ ☐ ☐ Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

A 2.5% credit card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.

Card Identification Number (3 digits on back of card): \_\_\_\_\_

Name as listed on credit card: \_\_\_\_\_ Signature: \_\_\_\_\_

## INDIVIDUAL REGISTRATION/BILLING

**REGISTER ONLINE** | Register with a credit card at  
MIDLANDSTECH.EDU/schools

**REGISTER BY PHONE** | Call our registration office  
at 803.732.0432

**REGISTER WITH THIS FORM** | Return completed form via  
one of the methods below:

- > Securely upload file: <https://sharefile.midlandstech.edu/cce>
- > Email: [CCE@midlandstech.edu](mailto:CCE@midlandstech.edu)
- > Stop by one of our registration locations listed at  
MIDLANDSTECH.EDU/TrainingStudentResources
- > Mail to Midlands Technical College, Corporate and  
Continuing Education, PO Box 2408, Columbia, SC 29202

## COMPANY REGISTRATION/BILLING

Company Registration/Billing may be handled  
three ways:

1. By letter of authorization on company  
letterhead with the company's address,  
phone number, and point of contact  
information along with the statement of  
authorization to bill
2. By purchase order
3. By company check or company credit card

Each request to register and bill must include  
the personal information listed above along  
with either a letter of authorization, purchase  
order, check, or credit card information.

*Refunds may be granted with advanced notification. See details on prior page or call 803.732.0432 with questions.*

## Find us where you are.

We have six campuses and offer online courses to fit your schedule.

- 1 **Airport Campus**  
West Columbia
- 2 **Beltline Campus**  
Columbia
- 3 **Harbison Campus**  
Irmo
- 4 **Northeast Campus**  
Northeast Columbia
- 5 **Batesburg-Leesville Campus**  
Batesburg-Leesville
- 6 **Fairfield Campus**  
Winnsboro



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Columbia, SC 29202

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Columbia, SC  
Permit No. 970

# \$0 Tuition and Fees for Spring 2022.

## It's time to transform your tomorrow.

This Spring, a new Workforce Scholarships program will take care of your tuition and fees so you can take charge of your future.

The goal is to help South Carolinians get the education and training they need to fill the high-demand careers of today's workforce.



## ACT NOW.

Visit [MIDLANDSTECH.EDU/WorkforceScholarships](https://MIDLANDSTECH.EDU/WorkforceScholarships)